



**AGENDA  
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL  
TUESDAY, AUGUST 9, 2022 AT 5:30 P.M.  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

Present

Others Present

Regret

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
  - (a) Regular Meeting Minutes – July 12, 2022
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) Delegation at 5:30 p.m. – Barrhead Community Victim Services Unit Association  
Kristina Kyllonon, Program Manager  
Joe Zacharuk, Board Member
  - (b) Delegation at 6:00 p.m. – Aly Virani, Owner of the Barrhead Bombers Hockey Team  
Cindy VandeRiet, Manager of the Barrhead Bombers Hockey Team
6. Old Business
  - (a) There is no Old Business
7. New Business
  - (a) Monthly Bank Statement – for month ending June 30, 2022
  - (b) Financial Statement Report to June 30, 2022
  - (c) Appointments to the Local Assessment Review Board and the Composite Assessment Review Board



8. Reports

- (a) Council Reports
- (b) CAO Report
- (c) Council Action List to July 12, 2022

9. Minutes

- (a) Barrhead & District Social Housing Association Minutes – June 29, 2022
- (b) Barrhead Exhibition Association and Agricultural Board Minutes – June 28, 2022 – Amended
- (c) Barrhead Exhibition Association and Agricultural Board Minutes – July 26, 2022

10. Bylaw

- (a) There are no Bylaws

11. Correspondence Items

- (a) Email dated July 28, 2022 from the Yellowhead Regional Library
- (b) Email dated August 2, 2022 from the Minister of Alberta Transportation
- (c) Invitation to the Alberta CARE Conference

12. For the Good of Council

13. Tabled Items

14. Closed Session

- (a) Pursuant to Section 16 – Land of the FOIP Act

15. Adjourn



MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, JULY 12, 2022,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

**PRESENT** Mayor McKenzie, Crs: T. Assaf, D. Kluin, R. Klumph, A. Oswald, D. Smith

Officials: Ed LeBlanc, CAO

Others: Barry Kerton, Barrhead Leader

**ABSENT** Cr. D. Sawatzky

**CALL TO ORDER** Mayor McKenzie called the meeting to order at 5:30 p.m.

**AGENDA** The agenda was reviewed.

266-22 Moved by Cr. Smith that the agenda be accepted with the following additions:

- 7(b) RV Watering Station
- 7(c) Request Road Closure
- 7(d) National Day of Truth and Reconciliation

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of June 28, 2022, were reviewed.

267-22 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of June 28, 2022 be accepted as presented.

CARRIED UNANIMOUSLY

The Minutes of the Town Council Special Meeting of July 5, 2022, were reviewed.

268-22 Moved by Cr. Klumph that the Minutes of the Town Council Special Meeting of July 5, 2022 be accepted as amended by replacing “Tonnie” with “Toonie”

CARRIED UNANIMOUSLY

**DELEGATION**

Mayor McKenzie and Council welcomed Donald Copeland, Board Chair/CEO and member Kim Copeland of The Olive Branch Christian Outreach Society at 5:32 p.m.

**EXITED** Mayor McKenzie and Council thanked Mr. Donald Copeland, Board Chair/CEO of The Olive Branch Christian Outreach Society for his presentation and both he and Ms. Copeland exited the Chambers at 5:55 p.m.

269-22 Moved by Cr. Klumph that Council accepts Mr. Donald Copeland’s presentation on The Olive Branch Christian Outreach Society, as information.

CARRIED UNANIMOUSLY

**PARADE ROUTE  
POLICY 32-12 AMENDMENT**

For Council to amend the Parade Route Policy 32-12, was received.

270-22 Moved by Cr. Klumph that Council amend the Parade Route Policy 32-12, as presented.

CARRIED UNANIMOUSLY



271-22                    Moved by Cr. Klumph that Council instruct Administration to present possible amendments to reflect more objectivity to Policy 32-12.

CARRIED UNANIMOUSLY

**RV WATERING STATION**

For Council to discuss the possibility of installing RV watering Station.

272-22                    Moved by Cr. Oswald that Council instruct Administration to investigate an all-service paid RV Station and provide the pros and cons of the service so it maybe added to the 2023 Operating Budget.

CARRIED UNANIMOUSLY

**ROAD CLOSURE**

For Council to discuss the request to temporary close 51<sup>st</sup> avenue between 50<sup>th</sup> and 51<sup>st</sup> Street as it relates to activities for the August 13<sup>th</sup> Barrhead Exhibition Association and Agricultural Society annual Fair.

273-22                    Moved by Cr. Klumph that Council approve the request to temporary close 51<sup>st</sup> avenue between 50<sup>th</sup> and 51<sup>st</sup> Street as it relates to activities for the August 13<sup>th</sup> Barrhead Exhibition Association and Agricultural Society annual Fair.

CARRIED UNANIMOUSLY

**NATIONAL DAY OF TRUTH  
AND RECONCILIATION**

For Council to discuss the potential of a paid statutory holiday for all Town employees on September 30<sup>th</sup> in recognition of the National Day of Truth and Reconciliation, was received.

274-22                    Moved by Cr. Smith that Council respectfully acknowledges the National Day of Truth and Recognition on September 30<sup>th</sup>, but elects not to offer a paid statutory holiday for Town employees.

CARRIED UNANIMOUSLY

**REPORTS TO  
COUNCIL**

The following Reports to Council as of July 12, 2022, were reviewed:

- Agricultural Society
- Barrhead & District Social Housing Authority
- CAO’s Report
- Council Action List to June 28, 2022

275-22                    Moved by Cr. Assaf that the following Reports to Council as of July 12, 2022, be accepted as information:

- Agricultural Society
- Barrhead & District Social Housing Authority

CARRIED UNANIMOUSLY

276-22                    Moved by Cr. Smith that the CAO’s Report be accepted as information.

CARRIED UNANIMOUSLY



277-22                      Moved by Cr. Assaf that the Council Action List to June 28, 2022 be accepted as information.

CARRIED UNANIMOUSLY

**MINUTES TO COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead Exhibition Association and Agricultural Society – June 28, 2022

278-22                      Moved by Cr. Oswald that the Barrhead Exhibition Association and Agricultural Society Minutes of June 28, 2022, be accepted as information.

CARRIED UNANIMOUSLY

**CORRESPONDENCE ITEMS**

The following correspondence items were reviewed:

Email dated June 27, 2022, from Maryanne King, Policy Advisor with the National Police Federation, regarding the Call to Action in not replacing the RCMP with a new provincial police service.

Email dated July 4, 2022, from Brandy Cox, Deputy Minister for Municipal Affairs, regarding the Ministry of Municipal Affairs’ annual report highlights, accomplishments, opportunities and challenges in 2021-2022.

Email dated July 7, 2022, from Maryanne King, Policy Advisor with the National Police Federation, regarding the Call to Action in not replacing the RCMP with a new provincial police service (includes Town of Westlock’s signatory).

279-22                      Moved by Cr. Kluin that Council accepts the following correspondence, as information:

- (a) Email dated June 27, 2022, from Maryanne King, Policy Advisor with the National Police Federation, regarding the Call to Action in not replacing the RCMP with a new provincial police service.
- (b) Email dated July 4, 2022, from Brandy Cox, Deputy Minister for Municipal Affairs, regarding the Ministry of Municipal Affairs’ annual report highlights, accomplishments, opportunities and challenges in 2021-2022.
- (c) Email dated July 7, 2022, from Maryanne King, Policy Advisor with the National Police Federation, regarding the Call to Action in not replacing the RCMP with a new provincial police service (includes Town of Westlock’s signatory).

CARRIED UNANIMOUSLY

280-22                      Moved by Cr. Assaf that Council instruct Administration to inquire with the National Police Federation if the Town of Barrhead’s name can be included as another signatory in their Call To Action in not replacing the RCMP with a new provincial police service.

CARRIED UNANIMOUSLY

**FOR THE GOOD OF COUNCIL**

No items were presented.



**RECESSED**

281-22                      Moved by Cr. Smith to recess the meeting at 6:29 p.m.

CARRIED UNANIMOUSLY

**RECONVENED**

282-22                      Moved by Cr. Assaf to reconvene the meeting at 6:49 p.m.

CARRIED UNANIMOUSLY

**CLOSED SESSION – FOIP  
ACT SECTION 16 - LAND**

283-22                      Moved by Cr. Assaf that Council come go in closed session at 6:49 p.m.

CARRIED UNANIMOUSLY

Shallon Touet, Director of Parks and Recreation entered the Chambers at 6:51 pm.

Shallon Touet, Director of Parks and Recreation exited the Chambers at 7:18 pm.

**OUT OF CLOSED SESSION**

284-22                      Moved by Cr. Smith that Council come out of closed session at 7:37 p.m.

CARRIED UNANIMOUSLY

285-22                      Moved by Cr. Klumph that Council authorize the increase of \$49,000.00 to the All-Wheel Skate Park project, with the funds to be derived from the existing unallocated MSI Capital grant balance.

CARRIED UNANIMOUSLY

**ADJOURN**

286-22                      Moved by Cr. Klumph that the Council Meeting be adjourned at 7:38 p.m.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Edward LeBlanc



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** August 9, 2022

**Re:** 5:30 p.m. Delegation – Barrhead & Community Victim Services Unit Association

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**1.0 PURPOSE:**

Presentation from the Barrhead & Community Victim Services Unit Association

**2.0 BACKGROUND AND DISCUSSION:**

Representatives from the Barrhead & Community Victim Services Unit Association will be making a presentation to Council to discuss the Society's achievements and challenges in 2021.

**3.0 ALTERNATIVES:**

3.1 Council accept Barrhead & Community Victim Services Unit Association's presentation, as information.

3.2 Council tables the Barrhead & Community Victim Services Unit Association's presentation and request further information from the Association.

**4.0 FINANCIAL IMPLICATIONS:**

Not Applicable

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Administration has invited Ms. Karen Gariepy, Executive Director of Barrhead & District FCSS Society to hear the Association's presentation.



**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

8.1 Barrhead & Community Victim Services Unit - Manager's Annual 2021 Report

**9.0 RECOMMENDATION:**

Council accept Barrhead & Community Victim Services Unit Association 's presentation, as information.

(original signed by the CAO)

Edward LeBlanc  
CAO





## Program Manager's Annual Report 2021



In 2021, Barrhead & Community Victim Services Unit Association was full of growth, especially from a 5151 referral perspective. Although many obstacles still remained from the COVID-19 pandemic, it did not slow down referrals for 2021, like it had for 2020. Our unit was busier than ever and we worked tirelessly to keep up with the demands for VSU support and services of victims of crime and trauma. The COVID-19 pandemic, has made the last couple of years unique, not only for our unit, but across the globe. The challenges of the pandemic have been felt in some way or another by everyone, and the ripple effect of the various restrictions created logistical and personnel challenges for our unit.

Overall, Barrhead Community Victim Services Unit saw a substantial increase in numbers for 2021, both in day-to-day activities and the number of active files.

Another significant juncture introduced in 2020 and still remained in 2021 for all Alberta Victim Services was the introduction and passing of Bill 16: *The Victims of Crime (Strengthening public Safety) Amendment Act*. This Bill expands the mandate of the Victim of Crime Fund to include public safety initiatives, thereby resulting in decreased funding available specifically for Victims Services units in the province. Additionally, there are discussions occurring at the provincial level regarding new Victims Services organization models that will impact every unit in Alberta when they are implemented. We are still waiting for an announcement to be made regarding the restructuring of the Victim Services delivery model for Alberta, which has caused frustration for Victim Service Units, as the uncertainty has been present for two years.

Despite the pandemic restrictions and mandates placed on the province for most of 2021 Barrhead and Community VSU still had a very successful year with fundraising efforts, our unit far exceeded our goal which would not have been possible without everyone's hard work and dedication.

A challenge for our unit in 2021 was losing our court support worker due to the vaccine mandate brought on by the province and the federal Governments.

### **2021 Key Highlights:**

#### **Fundraising:**

- ✓ Raffle Basket Fundraiser-Sold out Ticket sales and a very successful event with lots of community engagement and money raised.
- ✓ Red Knights Motorcycle Ride Fundraiser
- ✓ Fuel Good Days COOP Fundraiser
- ✓ Festival of Trees Gala Fundraiser-online
- ✓ RCMP Exhibits sale Fundraiser
- ✓ Bartending service fundraiser at Cst. Nick Crowther's wedding.



### Volunteer Appreciation

- ✓ Although the in person celebration had to be cancelled (due to pandemic restrictions), our unit still celebrated our volunteers with appreciation gifts, and a Christmas dinner/crafting event

### Community Events

- ✓ Sadly the Halloween cruise with the RCMP was unable to happen again this year due to pandemic restrictions being in place at that time.
- ✓ Swan Hills 'Wellness Fair' day went ahead in person
- ✓ Barrhead 'Make the Connection' day went ahead in person

### Training and Professional Development

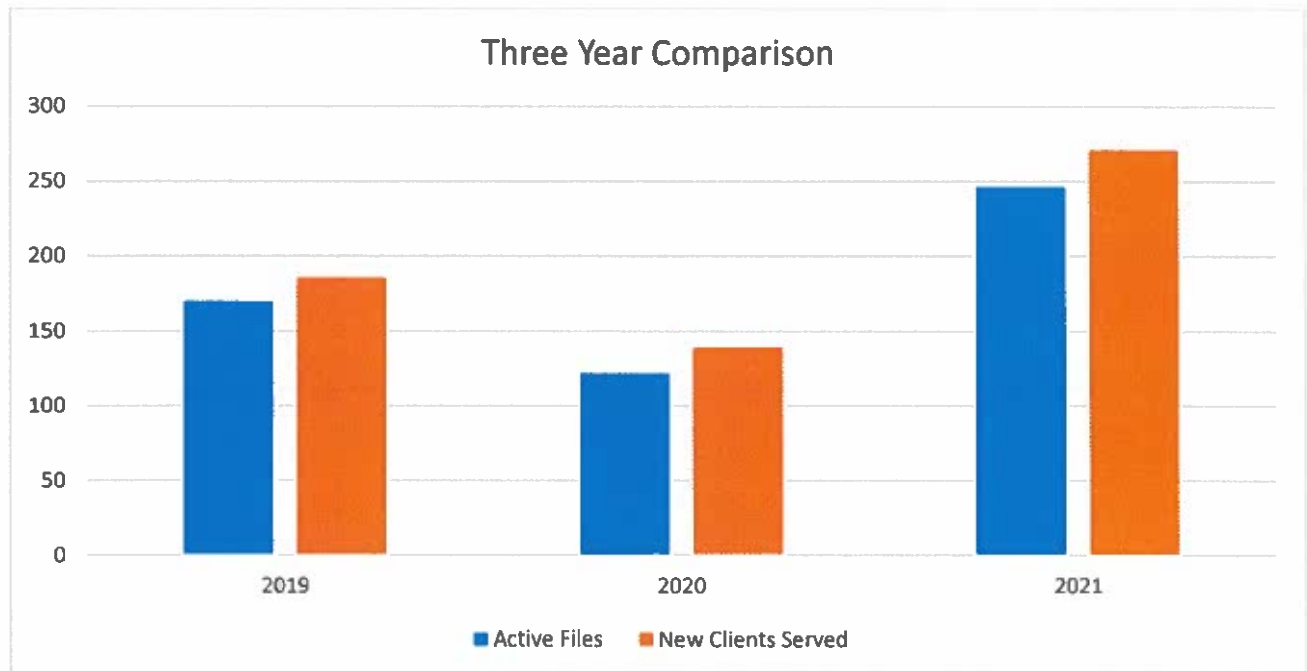
- ✓ The following training sessions were attended by Volunteer Advocates and/or Staff: Domestic Violence and Sexual Assault Training day, Jody Carrington's Mental F\$@#ING What?, Claire's Law Training, CCAA Court Prep for Child Witnesses/Victims 6 week Certificate Course, JOIN Training, Court Orientation SolGen etraining, Impact of Trauma Solgen etraining, Domestic Violence Solgen elearning, Human Trafficking In Alberta Solgen elearning, Being Trauma Aware Solgen elearning.

### Statistics (January 1, 2021 – December 31, 2021):

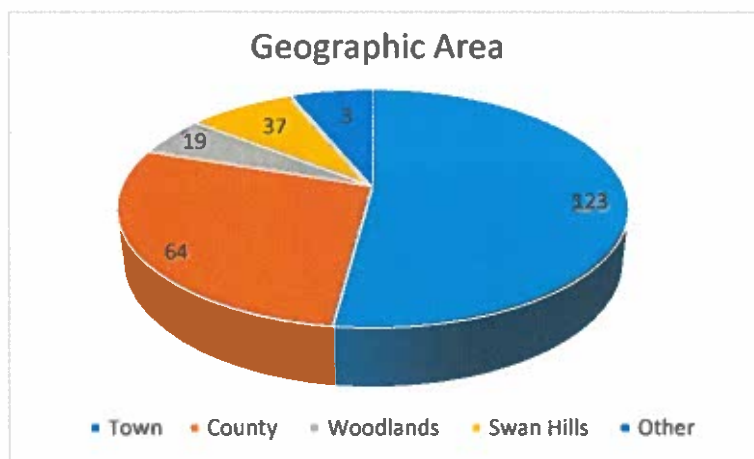
#### Files

The total new files generated for Barrhead Community Victim services in 2021 were **246**. This is **124 MORE** files than last year and more than doubles our file/referral numbers from 2020! This is a significant increase! Additionally, we resumed crisis call outs and returned to office which made assisting the RCMP with VSU needs more assessable. The majority of the files were family/domestic violence related, assaults, sexual assaults, Fraud, property crime, theft and MHA related files. Even given the logistical challenges at providing victim support during times of public health restrictions, our unit managed to find a way to deliver VSU support and services which aided with our overall stats being higher in 2021 as opposed to 2020's decrease.





The following chart shows *where* the new files were generated in our communities (note: this chart does not show the number of VSU declined files or files reopened):



**Please note:** the Geographic Area is where the incident occurred. This is not a true picture of where the victims are living.

#### What we did

Although service delivery continued to look different in 2021 because of the pandemic, we executed our duties in innovative ways to align with provincial restrictions while still serving the victims of crime and trauma in our community.

Some of the regular duties and responsibilities of the staff and volunteers of Barrhead VSU include crisis care, emotional support, court preparation and accompaniment. We also provided information regarding Victim Impact Statements, Financial Benefits, Restitution forms and the Victim of Crime Protocols.



2021 proved to be a very busy year with our court program as it attempts to catch up on a very back logged justice system. Our unit attended several trials, crown meetings and court preps in Barrhead, St. Albert, Court Of Queens Bench in Edmonton and we even travelled to High Prairie to assist a youth victim.



In addition to the organizational duties we have to report on to the Ministry of Justice and the Solicitor General, Barrhead VSU has put in a tremendous amount of time and effort to foster partnerships in the communities we serve. These partnerships are a vital component for Victim Services as they create a more comprehensive approach for our clients and in turn lessens the impact of crime on the victim. In 2021, we continued to send referrals to

community partners, including, but not limited to: Barrhead Family and Community Support Services (Foodbank, Advocacy and Support, Thrive Program, Counselling), Alberta Health Services Mental Health and Addictions, Sexual Assault Centre of Edmonton, School Counselors, RCMP and School Resource Officers.

We also collaborated closely with the Probation and the Crown Prosecutor's office to streamline and assist victims to navigate the judicial process. Unfortunately, due to the COVID-19 pandemic and an already overwhelmed justice system many court dates continued to be cancelled. In 2021, we proceeded to see an increase of 'Withdrawn' and 'Stay of Proceeding' outcomes. Court did resume in person, however that status changed depending on what pandemic restrictions were in place at the time.

In 2021 VSU continued its strong relationships with the many community agencies (via ZOOM): Inter-Agency (Barrhead & Swan Hills), Barrhead Cares, Community Action for Healthy Relationships (CAHR) and the Barrhead Elder Abuse Community Advisory Group. We made it a priority to keep communication open with Barrhead Composite High School counselling staff in case VSU was needed to go into (or connect over ZOOM) the school and do court preparation with students who may be victims and/or are being subpoenaed to court. Over the past couple of years this was a great way to help lessen the stress for young people going to testify in court.



### The People

Barrhead and Community VSU would not be successful without our dedicated volunteers. Whether they volunteer as a Victim Advocate, Board Member, or a volunteer for special events, our people make this program run. In 2021, there were 10 members on the Board, 5 Victim Advocates and approximately 25 volunteers that help in other capacities. A special heart felt **'Thank you'** goes to all the volunteers. Each and every one of you is vital to the success of our unit.

Victim Assistance	Debriefing / CISD	Court Prep / Support	Admin	Meetings	Training	On-Call	Public Relations Activities	Fundraising
510 Hours	25 Hours	75 Hours	259 Hours	527 Hours	411 Hours	8760 Hours	277 Hours	469 Hours

### Our RCMP Partners

Through 2021, we forged ahead to strengthen our partnerships and relationships with the Barrhead and Swan Hills RCMP, including the strong working relationship with our RCMP Liaison Member Cst. Ben Tapp. Cst. Tapp has played a strong role in Barrhead & Community Victim Services referral processes, resulting in increased referral numbers, and ultimately, our ability to deliver services to victims. I appreciate the partnership and support from both detachments under my care and know that our unit couldn't deliver core services without the backing of the wonderful members and staff in both communities.

### Closing Remarks:

Continuing my tenure as the Program Manager during the COVID-19 pandemic has been challenging, but I continue to be impressed by the dedication, professionalism and commitment that our volunteers, community and RCMP partners and Board members continue to provide to Barrhead & Community VSU.

We have such a dedicated Volunteer Advocate base in both Barrhead and Swan Hills who serve the community members with compassion, empathy and incredible dedication. VSU would not be here if it was not for the sacrifice of these wonderful volunteers and their families. Our small



but mighty advocate base is a solid one and each of them has stepped up during the pandemic instead of stepping out—for this I am so grateful to them.

The Board of Directors continues to show great leadership skills, knowledge and support with the governance of our unit and for that I say “thank you”! I value the knowledge and the relationships that I have been able to continue to leverage because of the long standing commitment of the individuals elected to our board. They have consistently shown a strong commitment to the organization and maintained high ethical standard of practice to both VSU and the community. It’s a pleasure to work with them.

I look forward to (hopefully) soon returning to normalcy. I am excited to be able to provide service to victims of crime and tragedy in our communities in more traditional ways. Continuing to provide the compassionate and knowledgeable assistance that our communities and clients deserve will be a welcome return for advocates, volunteers and myself.

I’ll close my remarks with a quote from Steve Marabole, for each of us to ponder as we continue our helping hands work within our community:

*“A Kind Gesture Can Reach a Wound That Only Compassion Can Heal”*

Kristina Kyllonen  
Program Manager  
Barrhead Community Victim Services Unit Association

#### Mission Statement:

The Barrhead Community Victim Services Unit Association, operated as a community directed police-based program, will minimize the impact of victimization. As a result, Barrhead as a community will be a safer and healthier place to live.



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** August 9, 2022

**Re:** 6:00 p.m. Delegation – Barrhead Bombers Hockey Team

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## **1.0 PURPOSE:**

Presentation from the Barrhead Bombers.

## **2.0 BACKGROUND AND DISCUSSION:**

Representatives from the Barrhead Bombers will be making a presentation to Council. The details to the topic or topics to be discussed were requested by our Administration however, as of mid-afternoon on August 5<sup>th</sup>, no further information was received from the Barrhead Bombers. One potential topic that we suspect may surface is the current ice rates. For convenience and further reference, the current ice rental rates are noted at the end of this report.

The Town currently offers the following amenities to the Bombers:

- One dedicated dressing rooms – at no cost
- One Coaches' office – at no cost
- Secured storage area (10' x 4') – at no cost

## **3.0 ALTERNATIVES:**

3.1 Council accept the Barrhead Bombers' presentation, as information.

3.2 Council tables the Barrhead Bombers' presentation and request further information from them.

## **4.0 FINANCIAL IMPLICATIONS:**

Not Applicable



**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not Applicable

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

None – however, a portion of the Town's current facility rental rates are found at the end of this report.

**9.0 RECOMMENDATION:**

Council accept the Barrhead Bombers' presentation, as information.

(original signed by the CAO)

Edward LeBlanc  
CAO



## TOWN OF BARRHEAD

### Portion of Policy 72-002 - Recreation Facility Rentals & Rates

Facility/ Description	Item	Rate Type	Rate with GST
<b>Arena- Ice</b>	Minor Ice Before 9:00am (Mon-Fri)	Hourly	\$94.30
	Minor Ice 9:00am-4:00pm (Mon-Fri)	Hourly	\$84.00
	Minor Ice After 4:00pm (Mon-Fri)	Hourly	\$107.10
	School Ice Rental	Hourly	\$43.90
	Adult Recreation Ice- Town or County	Hourly	\$179.90
	Adult Recreation Ice- Outside of Town or County	Hourly	\$189.60
	Private Youth Ice	Hourly	\$107.10
	Competitive Hockey- Practice (9-4, Mon.- Fri.)	Hourly	\$84.00
	Competitive Hockey- Games	Hourly	\$179.90
	Summer Ice-Town or County	Hourly	\$179.90
	Summer Ice - Outside of Town or County	Hourly	\$189.60
<b>Arena-Ice (Off Season)</b>	Socials, Graduations, Weddings	Hourly	\$428.40
	Socials, Graduations, Weddings	Half Day	\$696.20
	Socials, Graduations, Weddings	Full Day	\$1,071.00
	Agricultural Shows, Rodeos	Hourly	\$535.50
	Agricultural Shows, Rodeos	Half Day	\$803.30
	Agricultural Shows, Rodeos	Full Day	\$1,285.20
	Commercial Rentals, Trade shows	Hourly	\$642.60
	Commercial Rentals, Trade shows	Half Day	\$1,071.00
	Commercial Rentals, Trade shows	Full Day	\$1,606.50
	Nonprofit Group	Hourly	\$374.90
	Nonprofit Group	Half Day	\$589.10
	Nonprofit Group	Full Day	\$856.80
	Rental - Outside of Town or County	Hourly	\$535.50
	Rental - Outside of Town or County	Half Day	\$803.30
	Rental - Outside of Town or County	Full Day	\$1,285.20
	In-Line Hockey, Ball Hockey	Hourly/From 8am-5pm	\$69.60
	In-Line Hockey, Ball Hockey	Hourly/From 5pm-10pm	\$85.70
	Off Season BMBA	Hourly	\$26.80



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** August 9, 2022

**Re:** Bank Statement – for month ending June 30, 2022

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**1.0 PURPOSE:**

To approve the Monthly Bank Statements for the month ending June 30, 2022.

**2.0 BACKGROUND AND DISCUSSION:**

Not applicable.

**3.0 ALTERNATIVES:**

3.1 That Council approves the Monthly Bank Statement for the month ending June 30, 2022, as presented.

3.2 That Council tables the Monthly Bank Statement for the month ending June 30, 2022 and to instruct Administration to provide further information for the next regular Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

None

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None



**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

8.1 Monthly Bank Statement for month ending June 30, 2022.

**9.0 RECOMMENDATION:**

That Council approves the Monthly Bank Statement for the month ending June 30, 2022, as presented.

(original signed by the CAO)  
Edward LeBlanc  
CAO



**TOWN OF BARRHEAD  
MONTHLY BANK STATEMENT  
FOR MONTH ENDED JUNE 30, 2022**

<b>PER TOWN OF BARRHEAD:</b>	<b>SERVUS GENERAL ACCT</b>	<b>TERM DEPOSITS</b>
Net Balance - Previous Month	8,883,274.22	0.00
Receipts	4,640,407.87	
Interest	11,393.81	
Transfers from/to Term Deposits	0.00	4,000,000.00
Cancelled Cheques	0.00	
<b>SUBTOTAL</b>	<b>13,535,075.90</b>	<b>4,000,000.00</b>
Disbursements	6,197,427.51	
Debentures/Interest	0.00	
School Requisition	362,943.25	
Transfers from/to General	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
<b>NET BALANCE AT END OF MONTH</b>	<b>6,974,705.14</b>	<b>4,000,000.00</b>
*****		
<b>PER BANK:</b>		
Balance at end of month	6,492,265.11	4,000,000.00
Outstanding Deposits	658,182.97	
<b>SUBTOTAL</b>	<b>7,150,448.08</b>	<b>4,000,000.00</b>
Outstanding Cheques	175,742.94	
<b>NET BALANCE AT END OF MONTH</b>	<b>6,974,705.14</b>	<b>4,000,000.00</b>



**TERM DEPOSIT SUMMARY  
FOR MONTH ENDED JUNE 30, 2022**

<b><u>Financial Institution</u></b>	<b><u>Term Amount</u></b>	<b><u>Interest Rate</u></b>	<b><u>Term Started</u></b>	<b><u>Investment Details</u></b>
Servus Credit Union	<u>4,000,000.00</u>	2.35	13-Jun-22	1 year cashable after 90 days
<b>Total</b>	<b><u>\$ 4,000,000.00</u></b>			



# REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** August 9, 2022

**Re:** Financial Statement Report to June 30, 2022

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## **1.0 PURPOSE:**

For Council to approve the Financial Statement Report to June 30, 2022, as presented.

## **2.0 BACKGROUND AND DISCUSSION:**

It has been the practice of Administration to provide Council with interim financial information to offer some insight on the Town's financial activities for both the operational and capital budgets.

## **3.0 ALTERNATIVES:**

3.1 Council approves the Financial Statement Report to June 30, 2022, as presented.

3.2 Council tables the Financial Statement Report to June 30, 2022 and instructs Administration to provide additional information and report back to the next Council Meeting.

## **4.0 FINANCIAL IMPLICATIONS:**

None

## **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None

## **6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None



**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

8.1 Financial Statement Report to June 30, 2022

**9.0 RECOMMENDATION:**

Council approves the Financial Statement Report to June 30, 2022 as presented.

(original signed by the CAO)

Edward LeBlanc  
CAO





## TOWN OF BARRHEAD FINANCIAL STATEMENT REPORT TO JUNE 30, 2022

Council approved the 2022 Operating and Capital Budgets on April 12, 2022. During the budget process Council reviewed all budget line items, set priorities and established the municipal property tax rates for 2022. The Operating Budget was set at \$ 14.6 million and Capital Budget at \$ \$7.6 million. Council maintained the Municipal property tax rates for 2022 at the same level since 2019.

At June 30<sup>th</sup>, budgets would typically be at approx. 50% levels, however total property tax revenues are accounted for when levied so they are now at nearly 100% and entries for transfers to capital for projects and reserves are done at the end of the fiscal year.

The June 30, 2022, Financial Statements indicate that all departments are doing very well with the various budget items.

A summary of the Operating and Capital Budgets at June 30, 2022 follows.

### A. **OPERATING FINANCIAL STATEMENT BY DEPARTMENT** (See Attached A-1, A-2)

The Operating Financial Statement by Department provides summarized details by each particular department (Administration, Roads, Arena, etc.), with total operating revenues followed by total operating expenses.

On average most of the revenues by department are greater than 50%, with an overall total of 70.67% of the 2022 budgeted revenues. All Transfers from Operating Reserves are completed at Year End.

Several of the expenses in all the departments are below the 50% range, for an overall total of 46.35% of the 2022 budgeted expenses.

Entries for the various departmental contributions to capital for projects and reserves are completed at the end of the year.

### B. **OPERATING FINANCIAL STATEMENT BY CATEGORY** (See Attached B-1)

The Operating Financial Statement by Category provides the same information as in (A-1, A-2) but is summarized by the various categories (Taxes, Sales of Goods & Services, Grants, Salaries, Contracted Services, Equipment Maintenance, Insurance, Utilities, etc), with total operating revenues followed by total operating expenses.

Upon a review of this operating report at June 30, 2022, many of the revenue categories are greater than 50%.



For the expense section a large number of expenses are close to the 50% mark. Some items are paid for early in the year so they will be at a higher %, such as insurance.

As noted, the Contribution to Capital of \$ 862,430 listed on Row 48 of the report is done at the end of the year so it is 0% at this time.

Overall all Departments are doing very well with their budgets.

C. **NET MUNICIPAL REQUIREMENTS – OPERATING** (See Attached C-1)

The Net Municipal Requirements – Operating provides similar information as in Sections A and B; however, it provides more specific details for each department. The first column indicates the Net Operating Surplus/Deficit at June 30, 2022, for each Department. The second column is the Net Budget required for the full year (Revenues less Expenses), while the third and fourth columns display the variance.

As most of the Net Municipal Financial Requirements are close to 50% of the total 2022 budget, this report indicates that most departments are on track to stay within their allocated budgets in 2022.

As previously noted, entries for contributions to capital and reserves are completed at year end.

D. **ASSETS & LIABILITIES** (See Attached D-1)

The Assets report lists the Cash & Investments of \$ 10.9 million as at June 30, 2022. A portion of these funds will be utilized during the year for operations and for capital projects that have been undertaken in 2022.

The Taxes Receivable of \$ 1.4 million lists the actual amount of 2022 taxes that are outstanding at the end of June 2022. This number will continually decrease after six more months of Pre-Authorized payments and other general property tax payments.

The Receivables of \$ 893,000 is the amount owing for any outstanding Utility bills, invoicing for Landfill fees, bulk water, licenses and GST to be recovered from the government.

The Liabilities & Equity section shows the various operating and capital reserves as well as the deferred revenues which is for government grants that have been received but not expended yet.

The Pool debenture of \$4.2 million is the total at December 31, 2021, with the 2022 payment amounts to be applied at the end of the year.

E. **CAPITAL FINANCIAL STATEMENT BY DEPARTMENT** (See Attached E-1, E-2)

The Capital Financial Statement by Department shows all the capital revenues and expenditures by Department (Fire, Water, Sewer, Arena, Pool, etc). The revenues are listed first, followed by the expenditures.



Most Capital Revenues will come from reserves, grants or contributions from the operating budget. The entries for most of these will be completed at the 2022 year-end, so it is not unusual for many of these revenues to be at 0% on this report.

The Capital Expenditures show the expenses to June 30, 2022. A number of the capital projects are in progress and will be completed in 2022 or a few could be forwarded to 2023 after tenders have been reviewed or capital grant funding for the project has been approved.

F. **CAPITAL FINANCIAL STATEMENT BY CATEGORY** (See Attached F-1)

The Capital Financial Statement by Category lists the same information as in (E-1, E-2) but by category (Grants, From Capital Reserves, From the Operating Function, Engineering Structures Addition, Equipment Additions). Capital Revenues are listed, followed by Capital Expenditures.

As noted previously most Capital Revenues will be recorded later in the year and the Capital Expenditures are based on the payments that have been made to date as many projects are still in progress for this year.




	A	B	C	D	E
1	TOWN OF BARRHEAD				
2	Operating Financial Statement by DEPARTMENT				
3	For the Six Months Ending June 30, 2022				
4		Jun	2022		
5		2022	Budget	Variance	Variance %
6	<b>REVENUES</b>				
7	Taxes	-6,653,044.93	-6,696,470	-43,425.07	99.35%
8	Other	-525,001.61	-890,000	-364,998.39	58.99%
9	Council	-2,394.69	-2,000	394.69	119.73%
10	Administration	-42,536.09	-72,850	-30,313.91	58.39%
11	RCMP	-16,500.00	-43,500	-27,000.00	37.93%
12	Fire	-503,976.11	-910,400	-406,423.89	55.36%
13	ERC	-12,655.00	-25,310	-12,655.00	50.00%
14	Town Fire/Town ERC	-600.00	-1,500	-900.00	40.00%
15	Disaster Services		-50	-50.00	0.00%
16	Bylaw	-15,164.10	-26,800	-11,635.90	56.58%
17	Safety		-25,000	-25,000.00	0.00%
18	Public Health		-27,730	-27,730.00	0.00%
19	Common Services	-4,186.80	-29,000	-24,813.20	14.44%
20	Roads		-142,460	-142,460.00	0.00%
21	Water	-1,368,899.95	-2,764,390	-1,395,490.05	49.52%
22	Sewer	-321,228.17	-622,000	-300,771.83	51.64%
23	Trade Waste	-133,323.17	-252,170	-118,846.83	52.87%
24	Landfill	-115,903.02	-271,010	-155,106.98	42.77%
25	Recycle	-116,370.06	-216,870	-100,499.94	53.66%
26	New Landfill		-4,500	-4,500.00	0.00%
27	FCSS	-191,963.00	-383,920	-191,957.00	50.00%
28	Cemetery	-1,823.81	-10,600	-8,776.19	17.21%
29	Development	-1,480.00	-13,500	-12,020.00	10.96%
30	Communications		-10,000	-10,000.00	0.00%
31	Recreation Administration	-26,950.87	-64,580	-37,629.13	41.73%
32	Arena	-103,223.28	-404,150	-300,926.72	25.54%
33	Pool	-158,024.72	-478,000	-319,975.28	33.06%
34	Parks	-2,679.70	-93,060	-90,380.30	2.88%
35	Sportsground		-8,000	-8,000.00	0.00%
36	Rotary Park	-3,330.33	-18,000	-14,669.67	18.50%
37	Bowling Alley	-3,402.40	-3,450	-47.60	98.62%
38	Curling		-13,880	-13,880.00	0.00%
39	Walking Trail		-10,000	-10,000.00	0.00%
40	Tourism		-28,120	-28,120.00	0.00%
41	Twinning		-3,550	-3,550.00	0.00%
42	Contingency/General		-42,130	-42,130.00	0.00%
43	<b>Total Revenue</b>	<b>-10,324,661.81</b>	<b>-14,608,950</b>	<b>-4,284,288.19</b>	<b>70.67%</b>
44					
45	<b>EXPENSES</b>				
46	Mayor	24,200.17	53,240	29,039.83	45.45%
47	Council	109,800.02	215,160	105,359.98	51.03%
48	Administration	528,906.22	918,940	390,033.78	57.56%
49	Computer	50,529.08	90,000	39,470.92	56.14%
50	RCMP	157,186.56	179,860	22,673.44	87.39%
51	Fire	524,390.75	910,400	386,009.25	57.60%
52	ERC	22,808.90	50,620	27,811.10	45.06%
53	Town Fire/Town ERC	165,928.20	369,300	203,371.80	44.93%
54	Disaster Services		1,500	1,500.00	0.00%
55	Bylaw	71,357.16	139,700	68,342.84	51.08%
56	Safety	16,713.99	45,720	29,006.01	36.56%
57	Public Health	1,063.65	27,730	26,666.35	3.84%




	A	B	C	D	E
1	TOWN OF BARRHEAD				
2	Operating Financial Statement by DEPARTMENT				
3	For the Six Months Ending June 30, 2022				
4		Jun	2022		
5		2022	Budget	Variance	Variance %
58	Common Services	215,635.17	501,990	286,354.83	42.96%
59	Roads	424,222.54	1,269,230	845,007.46	33.42%
60	Airport	8,995.00	30,490	21,495.00	29.50%
61	Storm Sewer	10,957.53	25,800	14,842.47	42.47%
62	Water	918,307.68	1,960,730	1,042,422.32	46.83%
63	BRWC	458,195.55	803,660	345,464.45	57.01%
64	Sewer	107,282.87	622,000	514,717.13	17.25%
65	Trade Waste	90,556.42	252,170	161,613.58	35.91%
66	Landfill	87,498.82	271,010	183,511.18	32.29%
67	Recycle	114,024.87	216,870	102,845.13	52.58%
68	New Landfill		34,930	34,930.00	0.00%
69	FCSS	345,917.19	459,020	113,102.81	75.36%
70	Cemetery	4,715.35	26,020	21,304.65	18.12%
71	Development	64,372.89	128,050	63,677.11	50.27%
72	Communications	63,750.33	159,170	95,419.67	40.05%
73	Recreation Administration	157,794.66	347,610	189,815.34	45.39%
74	Arena	292,860.41	638,400	345,539.59	45.87%
75	Pool	674,707.97	1,543,610	868,902.03	43.71%
76	Parks	105,752.92	286,280	180,527.08	36.94%
77	Sportsground	30,743.05	61,800	31,056.95	49.75%
78	Rotary Park	3,326.28	7,550	4,223.72	44.06%
79	Bowling Alley	7,192.87	6,900	-292.87	104.24%
80	Curling	17,231.70	33,760	16,528.30	51.04%
81	Walking Trail	18,324.75	53,580	35,255.25	34.20%
82	Museum	170.80	520	349.20	32.85%
83	Tourism/Culture	25,441.06	170,170	144,728.94	14.95%
84	Twinning	2,067.26	7,100	5,032.74	29.12%
85	Library	53,825.41	113,400	59,574.59	47.47%
86	Requisition	787,181.31	1,561,700	774,518.69	50.41%
87	Contingency/General	2,372.12	2,370	-2.12	100.09%
88	<b>Total Expenses</b>	<b>6,766,309.48</b>	<b>14,598,060</b>	<b>7,831,750.52</b>	<b>46.35%</b>
89					
90	<b>(Surplus)/Deficit</b>	<b>-3,558,352.33</b>	<b>-10,890</b>	<b>3,547,462.33</b>	




	A	B	C	D	E
1		TOWN OF BARRHEAD			
2		Operating Financial Statement by <b>CATEGORY</b>			
3		For the Six Months Ending June 30, 2022			
4		Jun	2022		
5		2022	Budget	Variance	Variance %
6	<b>REVENUES</b>				
7	Taxes	-6,653,044.93	-6,696,470	-43,425.07	99.35%
8	Sales of Goods & Services	-2,135,067.29	-4,199,220	-2,064,152.71	50.84%
9	Penalties and Costs on Taxes	-9,253.49	-30,000	-20,746.51	30.84%
10	Licenses & Fees	-54,297.10	-69,100	-14,802.90	78.58%
11	Concessions and Franchises	-465,597.09	-860,000	-394,402.91	54.14%
12	Return on Investments - Operating	-50,151.03		50,151.03	0.00%
13	Rentals	-173,648.09	-400,230	-226,581.91	43.39%
14	Donations	-5,150.00	-1,250	3,900.00	412.00%
15	Other	-164,911.18	-159,990	4,921.18	103.08%
16	Federal Grants	-2,520.00	-2,400	120.00	105.00%
17	Provincial Grants	-157,713.00	-585,560	-427,847.00	26.93%
18	Local Government Contributions	-453,308.61	-1,387,900	-934,591.39	32.66%
19	Transfers From Operating Reserve		-216,830	-216,830.00	0.00%
20	<b>Total Revenue</b>	<b>-10,324,661.81</b>	<b>-14,608,950</b>	<b>-4,284,288.19</b>	<b>70.67%</b>
22					
23	<b>EXPENSES</b>				
24	Salaries & Wages	1,973,942.84	3,851,650	1,877,707.16	51.25%
25	Employer Costs/Benefits	421,411.05	855,800	434,388.95	49.24%
26	Training & Development	31,949.63	75,200	43,250.37	42.49%
27	Mayor/Council Fees & Per Diems	111,170.00	214,940	103,770.00	51.72%
28	Mayor/Council Travel & Subsistence	15,418.54	42,500	27,081.46	36.28%
29	Fire Fighter & Guardian Fees	78,670.61	200,700	122,029.39	39.20%
30	Fire Guardian Mileage	2,417.75	6,500	4,082.25	37.20%
31	Travel & Subsistence	11,389.66	37,200	25,810.34	30.62%
32	Memberships	12,824.38	16,850	4,025.62	76.11%
33	Freight & Postage	23,288.43	34,300	11,011.57	67.90%
34	Telephone & Internet	29,699.10	74,190	44,490.90	40.03%
35	Appreciation/Promotional Events	1,984.57	25,850	23,865.43	7.68%
36	Contracted/Professional Services	1,149,436.65	1,873,860	724,423.35	61.34%
37	Repairs & Maintenance General	71,591.63	444,800	373,208.37	16.10%
38	Building Maintenance	53,567.03	149,000	95,432.97	35.95%
39	Equipment & Vehicle Maintenance	89,039.70	384,800	295,760.30	23.14%
40	Leases, Licenses	63,093.48	193,960	130,866.52	32.53%
41	Insurance	269,341.49	273,250	3,908.51	98.57%
42	Materials & Supplies, Chemicals	356,517.43	1,027,670	671,152.57	34.69%
43	Gas, Power, Water	484,937.25	1,043,980	559,042.75	46.45%
44	Landfill Close/Post Close		30,430	30,430.00	0.00%
45	Requisitions/Adjustments	787,181.31	1,561,700	774,518.69	50.41%
46	Contribution to Other Local Government	8,995.00	17,990	8,995.00	50.00%
47	Contribution to Boards & Agencies	567,670.80	990,520	422,849.20	57.31%
48	Contribution to Capital		862,430	862,430.00	0.00%
49	Add to Operating Reserve		6,550	6,550.00	0.00%
50	Debenture, Bank Charges, Other	148,399.03	299,070	150,670.97	49.62%
51	Underlevy/(Overrequisition)	2,372.12	2,370	-2.12	100.09%
52	<b>Total Expenses</b>	<b>6,766,309.48</b>	<b>14,598,060</b>	<b>7,831,750.52</b>	<b>46.35%</b>
53					
54	<b>(Surplus)/Deficit</b>	<b>-3,558,352.33</b>	<b>-10,890</b>	<b>3,547,462.33</b>	



	A	B	C	D	E
1	TOWN OF BARRHEAD				
2		<b>Net Municipal Requirements - Operating</b>			
3		For the Six Months Ending June 30, 2022			
4		Jun	2022		
5		2022	Budget	Variance	Variance %
6	<b>DEPARTMENT</b>				
7	Taxes	-6,653,044.93	-6,696,470	-43,425.07	99.35%
8	Other	-525,001.61	-890,000	-364,998.39	58.99%
9	Mayor	24,200.17	53,240	29,039.83	45.45%
10	Council	107,405.33	213,160	105,754.67	50.39%
11	Administration	486,370.13	846,090	359,719.87	57.48%
12	Computer	50,529.08	90,000	39,470.92	56.14%
13	RCMP	140,686.56	136,360	-4,326.56	103.17%
14	Fire	20,414.64	0	-20,414.64	0.00%
15	ERC	10,153.90	25,310	15,156.10	40.12%
16	Town Fire/Town ERC	165,328.20	367,800	202,471.80	44.95%
17	Disaster Services		1,450	1,450.00	0.00%
18	Bylaw	56,193.06	112,900	56,706.94	49.77%
19	Safety	16,713.99	20,720	4,006.01	80.67%
20	Public Health	1,063.65	0	-1,063.65	0.00%
21	Common Services	211,448.37	472,990	261,541.63	44.70%
22	Roads	424,222.54	1,126,770	702,547.46	37.65%
23	Airport	8,995.00	30,490	21,495.00	29.50%
24	Storm Sewer	10,957.53	25,800	14,842.47	42.47%
25	Water	-450,592.27	-803,660	-353,067.73	56.07%
26	BRWC	458,195.55	803,660	345,464.45	57.01%
27	Sewer	-213,945.30	0	213,945.30	0.00%
28	Trade Waste	-42,766.75	0	42,766.75	0.00%
29	Landfill	-28,404.20	0	28,404.20	0.00%
30	Recycle	-2,345.19	0	2,345.19	0.00%
31	New Landfill		30,430	30,430.00	0.00%
32	FCSS	153,954.19	75,100	-78,854.19	205.00%
33	Cemetery	2,891.54	15,420	12,528.46	18.75%
34	Development	62,892.89	114,550	51,657.11	54.90%
35	Communications	63,750.33	149,170	85,419.67	42.74%
36	Recreation Administration	130,843.79	283,030	152,186.21	46.23%
37	Arena	189,637.13	234,250	44,612.87	80.96%
38	Pool	516,683.25	1,065,610	548,926.75	48.49%
39	Parks	103,073.22	193,220	90,146.78	53.35%
40	Sportsground	30,743.05	53,800	23,056.95	57.14%
41	Rotary Park	-4.05	-10,450	-10,445.95	0.04%
42	Bowling Alley	3,790.47	3,450	-340.47	109.87%
43	Curling	17,231.70	19,880	2,648.30	86.68%
44	Walking Trail	18,324.75	43,580	25,255.25	42.05%
45	Museum	170.80	520	349.20	32.85%
46	Tourism	25,441.06	142,050	116,608.94	17.91%
47	Twinning	2,067.26	3,550	1,482.74	58.23%
48	Library	53,825.41	113,400	59,574.59	47.47%
49	Requisition	787,181.31	1,561,700	774,518.69	50.41%
50	Contingency/General	2,372.12	-39,760	-42,132.12	(5.97%)
51					
52	<b>Total Net Financial Requirement</b>	<b>-3,558,352.33</b>	<b>-10,890</b>	<b>3,547,462.33</b>	
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	A	B
1	TOWN OF BARRHEAD	
2	<b>ASSETS &amp; LIABILITIES</b>	
3	For the Six Months Ending June 30, 2022	
4		June
5		2022
6	<b>ASSETS</b>	
7	Cash & Investments	10,976,005.14
8	Taxes Receivable	1,476,309.13
9	Receivables - Utilities, GST, Other	892,785.66
10	Inventory	48,394.57
11	Engineering Structures - Assets	77,970,857.56
12	Accum. Amort. Engineering Structures	-43,894,107.71
13	Buildings - Assets	27,569,966.83
14	Accum. Amort. Buildings	-5,935,147.92
15	Machinery & Equipment - Assets	8,553,868.95
16	Accum. Amort. Machinery & Equipment	-3,482,563.23
17	Land - Assets	1,389,708.70
18	Land Improvements - Assets	1,831,574.44
19	Accum. Amort. Land Improvements	-1,173,608.28
20	Vehicles - Assets	3,863,158.40
21	Accum. Amort. Vehicles	-1,546,155.50
22	<b>TOTAL ASSETS</b>	<b>78,541,046.74</b>
23		
24	<b>LIABILITIES &amp; EQUITY</b>	
25	Employer Liabilities - Payroll	-343,303.82
26	Deposits & Trusts	-78,554.34
27	Operating Reserves	-848,327.49
28	Deferred Revenues & Liabilities	-2,874,843.58
29	Capital Reserves	-6,636,434.17
30	Payables & Holdbacks	-463,266.90
31	Pool - Long Term Loan Payable	-4,208,506.85
32	Equity in Fixed Assets	-60,939,045.39
33	Accumulated Surplus	-327,208.84
34	<b>TOTAL LIABILITIES</b>	<b>-76,719,491.38</b>
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	A	B	C	D	E
1	TOWN OF BARRHEAD				
2	Capital Financial Statement by DEPARTMENT				
3	For the Six Months Ending June 30, 2022				
4		Jun	2022		
5		2022	Budget	Variance	Variance %
6	<b>CAPITAL REVENUES</b>				
7	5-1201 Administration		-43,000	-43,000.00	0.00%
8	5-2303 ERC		-41,000	-41,000.00	0.00%
9	5-2601 Bylaw		-3,000	-3,000.00	0.00%
10	5-3101 Common Services	-3,350.00	-404,493	-401,143.00	0.83%
11	5-3201 Roads		-175,000	-175,000.00	0.00%
12	5-3301 Airport		-12,500	-12,500.00	0.00%
13	5-4101 Water		-2,396,230	-2,396,230.00	0.00%
14	5-4201 Sewer		-446,390	-446,390.00	0.00%
15	5-4301 Trade Waste		-447,000	-447,000.00	0.00%
16	5-4302 Landfill		-58,000	-58,000.00	0.00%
17	5-4303 Recycle		-99,410	-99,410.00	0.00%
18	5-4304 New Landfill		-4,500	-4,500.00	0.00%
19	5-5601 Cemetery		-70,000	-70,000.00	0.00%
20	5-6201 Communications		-150,000	-150,000.00	0.00%
21	5-7201 Recreation		-18,000	-18,000.00	0.00%
22	5-7202 Arena		-1,817,000	-1,817,000.00	0.00%
23	5-7203 Pool		-158,500	-158,500.00	0.00%
24	5-7204 Parks		-62,200	-62,200.00	0.00%
25	5-7205 Sportsground		-803,000	-803,000.00	0.00%
26	5-7207 Bowling Alley		-35,000	-35,000.00	0.00%
27	5-7210 Walking Trail		-110,000	-110,000.00	0.00%
28	5-7401 Tourism		-33,000	-33,000.00	0.00%
29	5-9701 Contingency		-220,000	-220,000.00	0.00%
30	5-9702 Offsite	-6,515.00	-5,000	1,515.00	130.30%
31	<b>TOTAL CAPITAL REVENUES</b>	<b>-9,865.00</b>	<b>-7,612,223</b>	<b>-7,602,358.00</b>	<b>0.13%</b>
32					
33					
34	<b>CAPITAL EXPENDITURES</b>				
35	6-1201 Administration	13,089.31	43,000	29,910.69	30.44%
36	6-2303 ERC	1,317.50	41,000	39,682.50	3.21%
37	6-2601 Bylaw	2,975.00	3,000	25.00	99.17%
38	6-3101 Common Services	6,895.00	404,493	397,598.00	1.70%
39	6-3201 Roads		175,000	175,000.00	0.00%
40	6-3301 Airport		12,500	12,500.00	0.00%
41	6-4101 Water	604,033.23	2,396,230	1,792,196.77	25.21%
42	6-4201 Sewer	42,637.00	446,390	403,753.00	9.55%
43	6-4301 Trade Waste	398,128.00	447,000	48,872.00	89.07%



	A	B	C	D	E
1	TOWN OF BARRHEAD				
2	Capital Financial Statement by <b>DEPARTMENT</b>				
3	For the Six Months Ending June 30, 2022				
4		Jun	2022		
5		2022	Budget	Variance	Variance %
44	6-4302 Landfill	13,235.00	58,000	44,765.00	22.82%
45	6-4303 Recycle	80,951.00	99,410	18,459.00	81.43%
46	6-4304 New Landfill		4,500	4,500.00	0.00%
47	6-5601 Cemetery	23,421.09	70,000	46,578.91	33.46%
48	6-6201 Communications		150,000	150,000.00	0.00%
49	6-7201 Recreation	7,492.58	18,000	10,507.42	41.63%
50	6-7202 Arena	464,754.00	1,817,000	1,352,246.00	25.58%
51	6-7203 Pool	18,311.13	158,500	140,188.87	11.55%
52	6-7204 Parks		62,200	62,200.00	0.00%
53	6-7205 Sportsground	53,641.72	803,000	749,358.28	6.68%
54	6-7207 Bowling Alley	3,830.04	35,000	31,169.96	10.94%
55	6-7210 Walking Trail	6,950.37	110,000	103,049.63	6.32%
56	6-7401 Tourism	5,000.00	33,000	28,000.00	15.15%
57	6-9701 Contingency		220,000	220,000.00	0.00%
58	6-9702 Offsite		5,000	5,000.00	0.00%
59	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,746,661.97</b>	<b>7,612,223</b>	<b>5,865,561.03</b>	<b>22.95%</b>



	A	B	C	D	E
1		TOWN OF BARRHEAD			
2		Capital Financial Statement by <b>CATEGORY</b>			
3		For the Six Months Ending June 30, 2022			
4		Jun	2022		
5		2022	Budget	Variance	Variance %
6	<b><u>CAPITAL REVENUES</u></b>				
7	Return on Investment/Rev. from Own Source		-50,093	-50,093.00	0.00%
8	Sale of Fixed Assets	-3,350.00	-40,000	-36,650.00	8.38%
9	Federal Grants		-2,178,237	-2,178,237.00	0.00%
10	Provincial Grants		-1,951,066	-1,951,066.00	0.00%
11	County/Other Municipal Contributions		-49,500	-49,500.00	0.00%
12	From Capital Reserves		-2,214,897	-2,214,897.00	0.00%
13	From Operating Function		-862,430	-862,430.00	0.00%
14	From Other Capital Function		-261,000	-261,000.00	0.00%
15	Developers Levy Payments	-6,515.00	-5,000	1,515.00	130.30%
16	<b>TOTAL CAPITAL REVENUE</b>	<b>-9,865.00</b>	<b>-7,612,223</b>	<b>-7,602,358.00</b>	<b>0.13%</b>
17					
18	<b><u>CAPITAL EXPENDITURES</u></b>				
19	Engineering Structures	10,199.96	442,500	432,300.04	2.31%
20	Building Additions	54,679.54	340,900	286,220.46	16.04%
21	Equipment Additions	1,209,841.25	4,277,700	3,067,858.75	28.28%
22	Land Improvement Additions	73,813.22	969,000	895,186.78	7.62%
23	Vehicle Additions	398,128.00	446,000	47,872.00	89.27%
24	To Other Capital Functions		261,000	261,000.00	0.00%
25	Add to Capital Reserves		875,123	875,123.00	0.00%
26	<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,746,661.97</b>	<b>7,612,223</b>	<b>5,865,561.03</b>	<b>22.95%</b>
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## REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** August 9, 2022

**Re:** Appointments to the Local Assessment Review Board and the Composite Assessment Review Board

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### **1.0 PURPOSE:**

A request from Capital Regional Assessment Services Commission (CRASC) to appoint the Assessment Review Board Members.

### **2.0 BACKGROUND AND DISCUSSION:**

In reference to Bylaw 06-2019, the Capital Regional Assessment Services Commission provides the Town with administrative services for the Local Assessment Review Board (LARB) and the Composite Assessment Review Board (CARB). The Bylaw also refers that Council will annually appoint the list of Commission members and the Chair to LARB and CARB along with the Assessment Review Board Clerk. On January 26, 2022 the Commission forwarded the relevant names to our office.

During the annual Organizational Meeting, Council does appoint the Capital Regional Assessment Services Commission to serve as the Appeal Board and Clerks but its non-specific in terms of the individuals names.

### **3.0 ALTERNATIVES:**

3.1(a) Council appoints Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles and Raymond Ralph to the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board and further;



3.1(b) Council appoints Raymond Ralph as the Chairman of the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board, and further;

3.1(c) Council appoints Gerryl Amorin as the Assessment Review Board Clerk to the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board.

**4.0 FINANCIAL IMPLICATIONS:**

None

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not applicable

**8.0 ATTACHMENTS:**

8.1 An e-mail from CRASC dated January 26, 2022.

**9.0 RECOMMENDATIONS**

a) Council appoints Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles and Raymond Ralph to the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board and further;

b) Council appoints Raymond Ralph as the Chairman of the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board, and further;

c) Council appoints Gerryl Amorin as the Assessment Review Board Clerk to the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board.

(Original signed by the CAO)

Edward LeBlanc  
CAO



**From:** Gerryl Amarin  
**Sent:** January 26, 2022 10:39 AM  
**Subject:** Appointment of ARB Officials 2022

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Good Morning All,

Please be advised that the annual requirement for all municipalities to appoint ARB officials for 2022 is now due.

All municipalities are required to appoint by resolutions the following as your ARB officials for 2022.

ARB Chairman -	Raymond Ralph
Certified ARB Clerk -	Gerryl Amarin
Certified Panelists -	Darlene Chartrand Tina Groszko Stewart Hennig Richard Knowles Raymond Ralph

If you have any questions concerning this request, please do not hesitate to contact me.  
(I apologize if you have already received this information)

Thank-you

Gerryl Amarin, CPA  
780 297 8185

Manager/Finance Officer  
Capital Region Assessment Services Commission (CRASC)  
11810 Kingsway Avenue  
Edmonton, AB T5G 0X5



**COUNCIL REPORTS  
AS OF AUGUST 9, 2022**

		Meeting (since last council)
Agricultural Society	Cr. Oswald (Alt. Cr. Kluin)	<u>  X  </u>
Barrhead Accessibility Coalition	Cr. Kluin	<u>          </u>
Barrhead Cares Coalition	Cr. Assaf	<u>          </u>
Barrhead & Area Regional Crime Coalition (BARCC)	Mayor McKenzie	<u>          </u>
Barrhead Attraction & Retention Committee	Mayor McKenzie	<u>          </u>
Barrhead & District Social Housing Association	Cr. Smith	<u>  X  </u>
Barrhead Fire Services Committee	Cr. Assaf and Cr. Smith	<u>          </u>
Barrhead Regional Airport Committee	Mayor McKenzie and Cr. Assaf	<u>          </u>
Barrhead Regional Water Commission	Mayor McKenzie and Cr. Smith (Alt. Cr. Sawatzky)	<u>          </u>
Capital Region Assessment Services Commission	Cr. Klumph	<u>          </u>
Chamber of Commerce	Cr. Oswald	<u>          </u>
Community Futures Yellowhead East	Cr. Assaf (Alt. Cr. Kluin)	<u>          </u>
Economic Development Committee	Committee of the Whole	<u>          </u>
Enhanced Policing School Resource Officer Committee	Cr. Sawatzky (Alt. Mayor McKenzie)	<u>          </u>
Family & Community Support Services Society	Cr. Kluin and Cr. Oswald	<u>          </u>
Intermunicipal Collaboration Framework Committee	Cr. Assaf, Cr. Smith and Mayor McKenzie	<u>          </u>
Library Board	Cr. Klumph (Alt. Cr. Sawatzky)	<u>          </u>
Municipal Emergency Advisory Commission	Cr. Assaf, Cr. Kluin and Cr. Smith	<u>          </u>
Municipal Planning Commission	Cr. Assaf, Cr. Oswald and Cr. Smith (Alt. Cr. Sawatzky)	<u>          </u>
Subdivision & Development Appeal Board	Cr. Klumph	<u>          </u>
Twinning Committee	Cr. Klumph	<u>          </u>
Yellowhead Regional Library Board	Cr. Klumph (Alt. Cr. Sawatzky)	<u>          </u>



## C.A.O Report

**To:** Town Council

**Date:** August 9, 2022

**Re:** August, 2022 C.A.O. Report

### **General Administration Services:**

- The Department is in process of working with our IT Contractor on upgrades to the audio/visual features for the Council Chambers.
- Staff is implementation of new purchasing cards to replace the regular credit cards.
- MSI Grant for Skateboard Park (\$800,000) was formally approved by the Province.

### **Enforcement Services:**

The Department currently has 12 open files under review/investigation:

- Bylaw issues: 2 files
- Traffic Enforcement – (ie: speeding, school zone speeding, distracted driving): 7 files
- Animal control matters: 3 files

As of late the Department has been resolving a large number of Unsightly Lot issues at known problem locations. This includes a recently completed property clean-up at an abandoned home near Lions Park, a Court ordered building demolition of an abandoned building (yet to be completed) as well as what will likely be another forced Property Clean up of a residence on 55<sup>th</sup> St.

### **Fire Protection Services:**

#### ➤ Incidents from July 1 – July 31, 2022

- Fires – 3 (48.75 hours or 17.8% of total hours for the month of July)
- Rubbish or grass fires - 3 (21.75 hours or 7.9% of the total hours for the month of July)
- Downed power line - 2 (23.75 hours or 8.6% of the total man hours for the month of July)



- Vehicle accidents – 2 (31.5 hours or 11.5% of the total man hours for the month of July)
- Ambulance assists – 16 (56 hours or 20.4% of the total hours for the month of July)
- RCMP assists – 5 (82.5 hours or 30.0% of the total hours for the month of July)
- False Alarms - 9 (10.5 hours or 3.8% of the total man hours for the month of July)

For the month of July there were a total of 40 calls which represented a total of 274.75 firefighter hours.

- Membership - 35, 31 responding with 4 members on leave.
- Training:
  - Completed the NFPA 1001 level 1 firefighter
  - Rope basics, Types of rope and knots
  - River water rescue
  - Rope rescue with tripod from height and stokes basket
  - Structure search and rescue
- Other
  - Attended the Crash-up Derby with fire and medical standby
  - The Department operated the BBQ at the Truck Show and shine as a Fund Raiser
  - Neerlandia coop parade, 2 trucks in the parade and do traffic control for the HWY 769 and TWP Rd 615A intersection.
  - Neerlandia coop fireworks
  - Barrhead Recreation Kids firefighter obstacle course
  - members did 3 events bartending for fund raising for Grizzly Trail Fire and Rescue.
  - Assisted RCMP for 1 day with search for missing woman in Woodlands County



## Recreation Services:

### ➤ Operational:

- Public swim lessons are very successful and we began offering private swim lessons again. Aquafit and Spin classes were also busy.
- From July 18-21 the Pool had the Westlock Swim Club use our facility as Westlock pool was closed.
- National Drowning Prevention Week was recognized July 17-23 with daily themes and activities including a Wibit event which was well attended.
- Summer Programs runs daily including our free Friday Fun Days
- Canada Day was successful; the Town hosted food vendors, a variety of inflatables, glitter tattoos, BARS pet adoption, loonie swim, a movie on our new inflatable screen, and fireworks. This was a free event for the community (besides the loonie swim and food vendors)
- At the cemetery, the Department leveled graves on the west side, installed a fence, and poured the concrete slab for the new columbarium
- Grass was cut at the new section on the Blue Heron Walk
- At the Agrena, the rental chiller is installed and staff are currently installing ice for the up-coming hockey school sessions.
- August swim lessons begin and Aquafit and Spin classes will continue to run
- The Pool will have the Wibit out all weekend from August 27-28 for our End of Summer Bash
- The Department will be entering a parade float for the August 13<sup>th</sup> Fair
- Crime Prevention Through Environmental Design (CPTED) course registration opened August 2<sup>nd</sup> which is scheduled for October 3-5<sup>th</sup>
- Our Communities in Bloom evaluation takes place on August 12<sup>th</sup>
- The Department is hosting a Movie in the Park at the Agrena Sportsgrounds on August 12<sup>th</sup> at 9:00pm
- The Summer Programs Wrap-Up Party takes place on August 26<sup>th</sup> at the Splash Park in partnership with Pembina West Co-op
- Due to some difficulty securing a contractor, the Department itself will be pour a concrete slab at Gazebo Park to install the Blue heron bird
- Hockey School will start on August 15<sup>th</sup>
- Painting of the outside of the bowling alley

### ➤ Upcoming Special Events:

- Movie in the Park- August 12<sup>th</sup>
- Summer Programs Wrap-Up Party- August 26<sup>th</sup>
- End of Summer Bash- August 27-28



The following are the planning video production for the month of August:

<u><b>Video</b></u>	<u><b>Release Date</b></u>	<u><b>Description</b></u>	<u><b>Pillar</b></u>
Communities in Bloom	August 5 <sup>th</sup>	Advertise the Communities in Bloom and our evaluation day	Recreation and Economic Development
Open Farm Days	August 12 <sup>th</sup>	Promote Open Farm Days and highlight Birch Creek Farms	Economic Development
Crime Prevention Through Environmental Design (CPTED)	August 19 <sup>th</sup>	Talk about what CPTED is and promote upcoming course.	Economic Development
Your Good Morning Ep. 7	August 27 <sup>th</sup>	Community programs, events and business updates for August	Economic Development

### **Transportation Services:**

#### ➤ Operational

- Water line stop installed for reservoir Project. Work can now continue inside building.
- Pump & pipe dismantling and replacements.
- grass cutting water plant berms & landfill.
- weed wiping town lots
- fence repairs water plant, barb wire and fence cut.
- back blading & graveling lanes after rains.
- two sewer services dug and replaced to homes. Old pipe collapsed.
- repair water valve leak in Beaver Brook.
- Staff is working on interviews & core safety audit material.
- sewer lift station cleaning and repairs.
- replacement drive for lagoon aeration compressor finally arrives and is installed. ( 9 months for part to arrive) still waiting for drive on the second compressor to show up. Old Back up compressor is serviced as well.
- cover put on landfill demolition and household waste. New berms built up.
- this year's street crack sealing is complete.



- downtown and arena line painting almost complete. Just a few touch ups left.
- working with contractors on DQ project, Home Hardware service insulations & water reservoir rehab, industrial park.

Edward LeBlanc - CAO

(original report signed by the C.A.O.)



Town of Barrhead

COUNCIL ACTION LIST ON RESOLUTIONS DIRECTING ADMINISTRATION - AS OF JULY 12, 2022

Reference Number	Resolution	Comments	Status
	<b><u>July 12, 2022 Council Meeting</u></b>		
280-22	Moved by Cr. Assaf that Council instruct Administration to inquire with the National Police Federation if the Town of Barrhead's name can be included as another signatory in their Call To Action in not replacing the RCMP with a new provincial police service.	National Police Federation has confirmed they will include the Town of Barrhead and its logo on future correspondence.	Completed
272-22	Moved by Cr. Oswald that Council instruct Administration to investigate an all-service paid RV Station and provide the pros and cons of the service so it maybe added to the 2023 Operating Budget.		In progress
271-22	Moved by Cr. Klumph that Council instruct Administration to present possible amendments to reflect more objectivity to Policy 32-12.	Administration has prepared a draft policy, however it requires further revisions prior to presenting it to Council for consideration	In progress
	<b><u>June 28, 2022 Council Meeting</u></b>		
244-22	Moved by Cr. Sawatzky that Council instructs Administration to proceed with having the existing Blue Heron statue clear coated and installed in Gazebo Park.	The statue was delivered to a local Shop on July 4th; three coats were applied. Statue remains in the vendor's shop and is scheduled to be placed at Gazebo Park by the end of next week.	Completed
	<b><u>December 14, 2021 Council Meeting</u></b>		
431-21	Moved by Cr. Klumph that Council instructs Administration to work with the Barrhead Regional Water Commission to come up with an agreement whereby the Commission pays the Town for future sewer operating expenses and capital expenditures.	Letter was forward to the Water Commission and was discussed during their meeting of April 21st. Follow-up discussion will take place during their next Board Meeting; tentatively scheduled for sometime in August.	In Progress
	<b><u>March 9, 2021 Council Meeting</u></b>		
083-21	Moved by Cr. Assaf that Council authorize the disposal of the 2012 International garbage truck at a public auction, vendor to be at the discretion of Administration.	The new unit arrived mid-February and has been in service since March. Once all ordered bins/covers have arrived, Administration will be moving forward to dispose of the old unit - probably in late Summer/early Fall.	Pending



**Barrhead & District Social Housing Association**  
**Minutes**  
**Regular Board Meeting – June 29, 2022**

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Members Present: Craig Wilson, Don Smith, Bill Lane, Peter Kuelken, Roberta Hunt  
Members Absent:  
Staff Present: Tyler Batdorf, Su Macdonald

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**1.0 The meeting was called to order at 10:03 a.m.**

**2.0 Approval of Agenda**

*Bill Lane moved to approve the June 29, 2022, Regular Board Meeting Agenda.*

*Carried Unanimously*

**3.0 Adoption of the Minutes**

*Don Smith moved to adopt the Minutes of the Regular Board Meeting of May 30, 2022.*

*All Carried Unanimously*

**4.0 Reports**

**4.1 Financial Report**

Income Statements for Lodges and Social Housing were presented.

*Roberta Hunt moved to accept the Financial Reports as presented.*

*Carried Unanimously*

**4.2 CAO Report**

Updates were presented on the following topics:

- Covid 19 Update – Return to “normal”
- Human Resources
- BDSHA Annual Resident Survey
- ASHC Funded Project Update
- BDSHA Project Update
- New Addition Construction Update
- New Office Renovation Update

*Peter Kuelken moved to accept the CAO's Report as presented.*

*Carried Unanimously*

Initials: Chairperson C.W. CAO 8



4.3 Facilities Manager's Report

Updates were presented on behalf of the Facilities Manager by the CAO on the following topics:

- Suite renovations
- Additional Projects

*Bill Lane moved to accept the Facilities Manager's Report as presented.*

*Carried Unanimously*

4.4 Resident Services Manager's Report

Vacancy Report:

-Hillcrest Lodge	16 vacancies
-Klondike Place	0 vacancies
-Golden Crest Manor	3 vacancies
-Jubilee Manor	1 vacancies
-Pembina Court Manor	5 vacancies
-JDR Manor	1 vacancy
-Barrhead CH	1 vacancy
-Swan Hills CH	4 vacancies

*Peter Kuelken moved to accept the Resident Services Manager's Vacancy Report as presented.*

*Carried Unanimously*

4.5 Cheque Log for May 2022

*Don Smith moved to accept the Cheque Logs as presented.*

*Carried Unanimously*

**5.0 Old Business**

5.1 John & Gerald Fellowship

The Deputy CAO & CSM updated the Board on the progress of the transfer of the property and management to The Blue Heron Support Services; Scotiabank accounts are closed, just waiting for the funds to be received by BDSHA – for information only.

*Roberta Hunt moved to accept the update.*

*Carried Unanimously*

5.2 Hillcrest Bus

Timeline for delivery of the bus of still holding steady at August 31, 2022 – for information only.



5.3 Corporate Image and Rebranding

The Deputy CAO & CSM updated the Board on the rebranding. Letterhead will be implemented immediately. The website is under development - for information only.

*Peter Kuelken moved to accept the update.*

*Carried Unanimously*

**6.0 New Business**

6.1 Business Plan Approval

The CAO presented the 2023-25 Business Plan for approval before submission to Alberta Seniors & Housing.

*Bill Lane moved that the Business Plan be approved as presented.*

*Carried Unanimously*

6.2 Scooter Shed Construction – Price Change

The CAO presented new pricing from Jen-Col to pour the concrete pad, provide the gas service and run conduit for power hook-up. The Board asked that the CAO confirm pricing for the actual the actual shed itself for the next Board meeting.

*Peter Kuelken moved that the Board accept the new pricing from Jen-Col with the stipulation that the work be completed by August 15, 2022.*

*Carried Unanimously*

**7.0 Correspondence**

None.

**8.0 In Camera – Board and CAO**

Not Required.

**9.0 In Camera – Board Only**

Not Required

Initials: Chairperson C.W. CAO [Signature]



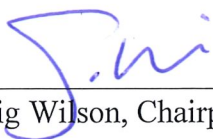
**10.0 Time and Date of Next Meeting**

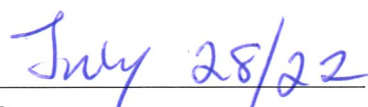
Wednesday, July 28, 2022, at 10:00 a.m.

**11.0 Adjournment**

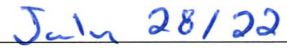
*Peter Kuelken moved to adjourn the meeting a 11:23 a.m.*

*Carried Unanimously*

  
\_\_\_\_\_  
Signature: Craig Wilson, Chairperson

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature: Tyler Batdorf, CAO

  
\_\_\_\_\_  
Date



Barrhead Exhibition Association and Agricultural Society  
Board Meeting  
June 28, 2022 - AMENDED

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Meeting called to order by President Jackie Miller at 7:30 pm.

Attendance: Jackie Miller, Brenda Visser, Ken Anderson, Ashley Mast, Shauna Abernathy, Colleen Branden, Steve Zunti, Steve Properzi, Lynn Down, Bill Lane, Anthony Oswald

ADOPTION OF AGENDA

Moved by B Visser to adopt amended agenda. Secunder S Zunti. Carried.

ADOPTION OF MINUTES

Moved by B Visser to adopt amended minutes of Board Meeting of May 24, 2022. Secunder J Miller. Carried.

BUSINESS ARISING FROM MINUTES

1. Business MasterCard – **Moved B Lane to apply for a Business MasterCard with administrators be those with current signing authority President Jackie Miller and Treasurer Brenda Visser with a limit of \$5,000. Moved by S Zunti to approve amended motion. Carried**
2. Rural Committees Foundation Grant – B Visser will submit application once project and costs are confirmed i.e.: barn doors insulation, Leonard Schmidt Memorial.
3. Grad – S Abernathy volunteers and clean-up crew in place. S Zunti will return liquor supplies  
All volunteers will wear identification tags.

REPORTS

1. Financial Report – attached. Ag grant has been received. **Moved by B Visser to accept report as presented. Secunder B Lane. Carried.**
2. Facilities Report – attached. **Moved by K Anderson to accept report as presented. Secunder B Visser. Carried.**
3. Fair Report – attached. "Showpass Ticketing" will be offered. **Moved by B Visser to accept report as presented. Secunder C Branden. Carried.**
4. Rodeo Report – J Miller reported a 3-year bid to host the WRA Finals will be confirmed in the next few weeks. **Report accepted by the Board.**
5. Fundraising Report – C Branden reported disappointing results with the online 50/50 and may not hold another. **Report accepted by the Board.**
6. Derby Report - A Mast reported T-shirts received and trophies will be ready. All supervisors will wear I.D/s. 50/50 license will be under the Ag society. **Report accepted by the Board.**

NEW BUSINESS

1. Volunteer Meeting June 21 – The Ag Society was very pleased with the turnout. Many attendees were new to the Ag Society and offered to fill WRA Finals positions with one committing to 3 years and others where help is needed.
2. Thank You – From the Barrhead & District 4H Horse Club for support of Achievement Days.

ADJOURNMENT

Moved by B Lane to adjourn meeting at 8:30 pm. Secunder K Anderson. Carried



Barrhead Exhibition Association and Agricultural Society  
Board Meeting  
July 26, 2022

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Meeting called to order by President Jackie Miller at 7:30 pm.

Attendance: Jackie Miller, Brenda Visser, Ken Anderson, Ashley Mast, Shauna Abernathy, Colleen Branden, Steve Zunti, Neil Branden, Steve Properzi, Lynn Down, Bill Lane, Anthony Oswald

ADOPTION OF AGENDA

Moved by B Lane to adopt amended agenda. Secunder K Anderson. Carried.

ADOPTION OF MINUTES

Moved by S Zunti to adopt amended minutes of Board Meeting of June 28, 2022. Secunder N Branden. Carried.

BUSINESS ARISING FROM MINUTES

1. Rural Committees Foundation Grant – B Visser has submitted an application for a covered walkway between the Barn and Hall kitchens.
2. Rebranding (Dustin Clarke) – Members viewed a selection of logos. Members will send ideas to J Miller who will forward to Clarke for revamping.

REPORTS

1. Financial Report – attached. B Visser reminded some Derby revenue is outstanding. **Moved by B Visser to accept report as presented. Secunder S Zunti. Carried.**
2. Facilities Report – attached. **Moved by K Anderson to accept report as presented. Secunder C Branden. Carried.**
3. Fair Report – attached. "Showpass Ticketing" will be offered with limited tickets. More food vendors required. Discussed number of gates due to ball and use of 57<sup>th</sup> Ave. Replace damaged canopies for gate staff. Designate a Smoking Area and "NO SMOKING/VAPING" signs will be posted about all activity/event areas. **Moved by B Visser to accept report as presented. Secunder S Abernathy. Carried.**
4. Rodeo Report – (attached) **Moved by N Branden to purchase a new roping chute to a maximum of \$5000. Secunder B Visser. Carried. Move by B Lane to accept report as presented. Secunder B Lane. Carried.**
5. Fundraising Report – C Branden reported a profit Of \$1220.68 from the recent online 50/50. **Moved by C Branden to accept report as presented. Secunder B Lane Carried.**
6. Derby Report - A Mast reported successful event with 18 trucks and 5 cars. T-shirts were a hit considering selling next year. Trophies built from car parts a hit. On-line sales allowed for less cash on hand for gate staff. **Moved by A Mast to accept report as presented. Secunder B Lane. Carried.**

NEW BUSINESS

1. WRA Finals – Committee will submit a 3-year bid for \$40,000 + GST for each year. It will be reduced to Thursday, Friday, Saturday afternoon, Saturday evening – NO SUNDAY performance.



2. Open Farm Days Aug 13 & 14 – Group will promote Fair Rodeo ... J Miller to submit pictures/info.
3. Barrhead Cares (non-alcohol promotion) - Board approved to supply a table at Fair to hold a draw for a basket that will be provided by Barrhead Cares. The non-alcohol basket comes with all of the ingredients to make the zero-proof cocktail, family activities (games etc.) a recipe card and a post card offering 10 tips to reduce alcohol consumption and local support information for Barrhead CARES. The basket is worth 100.00. No cost to enter draw.

ADJOURNMENT

Moved by B Lane to adjourn meeting at 9:30 pm. Seconded K Anderson. Carried



3:24 PM

07/26/22

Accrual Basis

**Barrhead Exhibition Association and Agricultural Society****Profit & Loss**

November 1, 2021 through July 26, 2022

	Nov 1, '21 - Jul 26, 22
<b>Income</b>	
<b>FACILITY RENTALS</b>	
1099 · Arena Rental	110.00
1100 · Barn	13,349.51
1101 · Exhibition Hall Rental	
1101A · Alberta Health Services Rental	44,000.00
<b>Total 1101 · Exhibition Hall Rental</b>	<b>44,000.00</b>
1103 · Heat in Barn	425.70
1106 · Meeting Room Rental	1,910.00
1107 · Open Riding	6,931.42
1111 · Electronic Timer Rental	80.00
<b>Total FACILITY RENTALS</b>	<b>66,806.63</b>
<b>FAIR INCOME</b>	
1410 · Horse Show Entries	155.00
1411 · Horse Show Sponsorship	750.00
1415 · Rodeo Sponsorship	1,050.00
<b>Total FAIR INCOME</b>	<b>1,955.00</b>
<b>FUNDRAISING</b>	
1201 · Bar (County of Barrhead)	234.29
1202 · Bar (Town of Barrhead)	969.54
1203 · Bar (Grad)	25,097.39
1205 · Casino	15,142.07
1208 · 50/50 Raffle	2,976.28
1210 · Family FUNdraiser	
Raffle	463.00
1210 · Family FUNdraiser - Other	950.00
<b>Total 1210 · Family FUNdraiser</b>	<b>1,413.00</b>
<b>Total FUNDRAISING</b>	<b>45,832.57</b>
<b>1600 · DERBY</b>	
1601 · Derby Entries	1,845.00
1602 · Derby Sponsorship	3,700.00
1603 · Derby DVD	160.00
1604 · Vendor Fee	100.00
1605 · Derby Bar Sales	32,878.90
1606 · Derby Gate Fees	26,872.63
<b>Total 1600 · DERBY</b>	<b>65,556.53</b>
399 · Grant - Alberta Agriculture	52,533.00
400 · Misc Income	850.00
401 · Other Revenue	0.04
402 · Patronage Dividends	12.11
410 · Memberships	118.00
430 · On Target Bull Sale	590.00
435 · Donations (A)	25,503.00
440 · Farmers Market Insurance	288.00
450 · Interest Earned	60.56
460 · Sponsorship (General)	
460B · Gold Sponsorship	2,500.00
460C · Silver Sponsorship	2,550.00
460D · Bronze Sponsorship	1,500.00
460 · Sponsorship (General) - Other	1,350.00
<b>Total 460 · Sponsorship (General)</b>	<b>7,900.00</b>
710 · Alberta Stabilization Grant	
710A · Stabilization Matching Grant	25,000.00



3:24 PM

07/26/22

Accrual Basis

## Barrhead Exhibition Association and Agricultural Society

## Balance Sheet

As of July 26, 2022

	Jul 26, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Chequing/Savings</b>	
100 · Servus Credit Union - Chequing	98,417.49
101 · Servus Credit Union - Savings	16.63
102 · Servus Rewards #2	93.05
105 · Servus Credit Union - Shares	1.44
107 · Servus Credit Union - CASINO	17,037.15
109 · Term 9 Rodeo Grant 1 Yr Redeem	14,485.48
110 · Leonard's Memorial 1 Yr Redeem	9,265.87
<b>Total Chequing/Savings</b>	139,317.11
<b>Accounts Receivable</b>	
115 · Accounts Receivable	1,000.00
<b>Total Accounts Receivable</b>	1,000.00
<b>Other Current Assets</b>	
106 · Undeposited Funds	360.00
<b>Total Other Current Assets</b>	360.00
<b>Total Current Assets</b>	140,677.11
<b>Fixed Assets</b>	
170 · Land	152,541.86
172 · Show Barn	849,506.90
173 · Equipment	324,046.45
174 · Grounds Improvement	151,989.03
175 · Babilitz Exhibition Hall	308,480.06
<b>Total Fixed Assets</b>	1,786,564.30
<b>Other Assets</b>	
186 · Other Assets	725.00
<b>Total Other Assets</b>	725.00
<b>TOTAL ASSETS</b>	<b>1,927,966.41</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 · Accounts Payable	4,705.49
<b>Total Accounts Payable</b>	4,705.49
<b>Other Current Liabilities</b>	
201 · Accrued Liabilities	1,775.00
205 · Stabilize Alberta Funding	14,435.00
250 · GST/HST Payable	2,455.71
<b>Total Other Current Liabilities</b>	18,665.71
<b>Total Current Liabilities</b>	23,371.20
<b>Total Liabilities</b>	23,371.20
<b>Equity</b>	
195 · Pembina West Co-operative	-3,858.77
300 · Retained Earnings	-31,679.08
32000 · *Retained Earnings	94,046.80
350 · Equity In Capital Property	1,681,663.68
360 · Capital excess (deficit)	559.94
Net Income	163,862.64
<b>Total Equity</b>	<b>1,904,595.21</b>



3:24 PM

07/26/22

Accrual Basis

**Barrhead Exhibition Association and Agricultural Society**  
**Balance Sheet**  
As of July 26, 2022

---

	<u>Jul 26, 22</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,927,966.41</b></u>



3:24 PM

07/26/22

Accrual Basis

# Barrhead Exhibition Association and Agricultural Society Profit & Loss

November 1, 2021 through July 26, 2022

	Nov 1, '21 - Jul 26, 22
Total 710 · Alberta Stabilization Grant	25,000.00
Total Income	293,005.44
Gross Profit	293,005.44
Expense	
2100 · SHOW BARN EXPENSES	
2101 · Barn & Grounds Repairs & Maint	9,032.60
2102 · Fuel, oil, etc	788.31
2104 · MEETING ROOM EXPENSES	
2105 · Janitorial	3,088.00
2106 · Supplies - Meeting Room/Kitchen	897.38
2104 · MEETING ROOM EXPENSES - Other	5.84
Total 2104 · MEETING ROOM EXPENSES	3,991.22
2107X · Utilities	
2107 · Natural Gas	
2107A · Carbon Tax	2,478.60
2107 · Natural Gas - Other	10,358.01
Total 2107 · Natural Gas	12,836.61
2108 · Power	5,823.82
2109 · Water & Sewer	
2109A · Ag Barn Water and Sewer	697.55
Total 2109 · Water & Sewer	697.55
21110 · Internet Service	404.10
Total 2107X · Utilities	19,762.08
2110 · Kitchen Maintenance	994.79
2111 · Equipment Maintenance & Repairs	3,633.78
2120 · General Operating Expenses	7.29
Total 2100 · SHOW BARN EXPENSES	38,210.07
2200 · FUNDRAISING EXPENSES	
2202 · Graduation Bar	9,104.81
2203 · Town of Barrhead	524.48
2208 · 50/50 Raffle	1,755.60
2209 · Family FUNdraiser	338.22
Total 2200 · FUNDRAISING EXPENSES	11,723.11
2400 · FAIR EXPENSES	
Entertainment	
2410 · Bouncy Activities	500.00
2461 · Global FMX Motocross	2,500.00
Total Entertainment	3,000.00
2401 · Advertising	637.40
2403 · Slo-Pitch Tournament	219.78
2404 · Bar	
2404A · Liquor License	300.00
2404 · Bar - Other	247.83
Total 2404 · Bar	547.83
2419 · Miscellaneous - Fair	
2419B · Tent Rental	500.00
2419 · Miscellaneous - Fair - Other	357.55
Total 2419 · Miscellaneous - Fair	857.55
2422 · Rodeo	



3:24 PM

07/26/22

Accrual Basis

# Barrhead Exhibition Association and Agricultural Society

## Profit & Loss

November 1, 2021 through July 26, 2022

	Nov 1, '21 - Jul 26, 22
2422D · Misc Costs	50.00
Total 2422 · Rodeo	50.00
2435 · Saturday Night Dance	1,325.00
2470 · BBQ Cookoff	
2475 · Raffle Expense	182.80
Total 2470 · BBQ Cookoff	182.80
Total 2400 · FAIR EXPENSES	6,820.36
2500 · WILDROSE FINALS EXPENSES	
2500A · Advertising & Promotion	525.00
2513 · Miscellaneous - Finals	715.08
2535 · Saturday Night Cabaret	2,500.00
Total 2500 · WILDROSE FINALS EXPENSES	3,740.08
2600 · BABLITZ EXHIBITION HALL EXPENSE	
2603 · Repairs & Maintenance	1,443.79
2604 · Water & Sewer	419.20
2605 · Other expenses	36.27
2606 · Alberta Health Services	4,350.76
Total 2600 · BABLITZ EXHIBITION HALL EXPENSE	6,250.02
2800 · DEMOLITION DERBY	
2801 · Advertising	1,529.90
2802 · Bar	13,621.05
2804 · Misc Expenses	2,414.01
2805 · Prize Money	12,550.00
2806 · Security	4,750.00
Total 2800 · DEMOLITION DERBY	34,864.96
501 · Advertising	112.02
508 · Convention Expenses	
Registration	3,297.00
Travel and accomodation	1,885.08
508 · Convention Expenses - Other	0.00
Total 508 · Convention Expenses	5,182.08
514 · Interest pd of overdue accounts	10.70
515 · Donations	815.89
516 · Float	0.00
517 · Sundry	298.24
518 · Secretary Expenses	99.98
520 · Sponsorship	100.00
530 · Office Supplies	92.00
531 · Website	780.00
532 · Professional Fees	1,700.00
533 · Insurance	
533A · Farmers Market Insurance	288.00
533 · Insurance - Other	13,782.00
Total 533 · Insurance	14,070.00
534 · Bank Charges	29.35
535 · AAAS Membership	300.00
536 · Memberships and Fees	290.00
537 · Line of Credit Interest	173.69
540 · Equipment Repairs & Maintenance	1,293.00
555 · Miscellaneous	2,187.25
80000 · CASINO	
80500 · Misc Expenses	1,995.00
80000 · CASINO - Other	-1,995.00



3:24 PM

**Barrhead Exhibition Association and Agricultural Society**  
**Profit & Loss**

07/26/22

Accrual Basis

November 1, 2021 through July 26, 2022

	Nov 1, '21 - Jul 26, 22
Total 80000 - CASINO	0.00
Total Expense	129,142.80
Net Income	163,862.64



9:24 AM

**Barrhead Exhibition Association and Agricultural Society**  
**Grad Bar**

07/11/22

Accrual Basis

November 1, 2021 through July 11, 2022

	Nov 1, '21 - Jul 11, 22
Income	
FUNDRAISING	
1203 - Bar (Grad)	25,097.39
Total FUNDRAISING	25,097.39
Total Income	25,097.39
Gross Profit	25,097.39
Expense	
FUNDRAISING/BAR EXPENSES	
2202 - Graduation Bar	9,104.81
Total FUNDRAISING/BAR EXPENSES	9,104.81
Total Expense	9,104.81
Net Income	15,992.58



3:24 PM

**Barrhead Exhibition Association and Agricultural Society**  
**Derby Report**

07/26/22

Accrual Basis

November 1, 2021 through July 26, 2022

	<u>Nov 1, '21 - Jul 26, 22</u>
<b>Income</b>	
1600 · DERBY	
1601 · Derby Entries	1,845.00
1602 · Derby Sponsorship	3,700.00
1603 · Derby DVD	160.00
1604 · Vendor Fee	100.00
1605 · Derby Bar Sales	32,878.90
1606 · Derby Gate Fees	26,872.63
	<hr/>
Total 1600 · DERBY	65,556.53
	<hr/>
Total Income	65,556.53
	<hr/>
Gross Profit	65,556.53
	<hr/>
<b>Expense</b>	
2800 · DEMOLITION DERBY	
2801 · Advertising	1,529.90
2802 · Bar	13,621.05
2804 · Misc Expenses	2,414.01
2805 · Prize Money	12,550.00
2806 · Security	4,750.00
	<hr/>
Total 2800 · DEMOLITION DERBY	34,864.96
	<hr/>
Total Expense	34,864.96
	<hr/>
Net Income	30,691.57
	<hr/>



# **Barn Report**

**July 26 2022**

Since the June meeting the facilities have been used 9 times by other groups, and 4 times by the ag society, and 3 outdoor uses for a total of 16 times. The arena has been worked 8 times and watered 4 times this month. The building committee met to discuss weed control on Troock property, kitchen ventilation, 4H focus and demo derby.

Rob Abernathy has been asked about repairing rodeo bleachers.

Laurie Messmer moved panels set up for grad and moved them into place for 4H focus.

4H focus on July 8 9 10 was successful good write up in paper mayor came for opening ceremony.

Town of Barrhead cut the grass in the rodeo pens for the 4H Focus beef show.

Vissers welding has repaired kitchen exhaust fan, pallet forks, and the old bale forks

Wruk plumbing has repaired our 2 deep fryers and needs to repair water leak in our office and water tap for the rodeo grounds.

Weed control for parking area of the Troock property has been done .

Steve Zunti looked after the grounds for demo derby.

Pop up tents need repair for the fair.

Barclay Smith wants to change beef show to after the finals rodeo September 24.

Parsons Auctions has the Bablitz hall booked for July 29

## **WORK TO BE DONE**

Repair 2 picnic tables

Need new barrels for rodeo 2022

Leonard Schmidt memorial

Repiar downspouts on Bablitz Hall

## **BOOKINGS**

Parsons Auctions – Bablitz Hall – July 29

Lazy Daze – October 2022– April 2023 – Saturday and Wednesday evenings, May 1, Sept 24 & 25

Drop in Riding – Monday & Friday October – April, 2023 - Book 2 hour time slots per cohort group

Barrhead Light Horse –, July 26, 28, August 2, 9, 16, 23, 27 & 28, 30, Thursday - October – April

Lazy daze – , October 1&2

Lazy Daze – Barn & outside grounds – October 1&2, Wednesday & Saturday October – April 2023

Blue Heron Fair – August 13, & 14, 2022

Whitecourt Hockey – camping August 21- 27

Beef show – September 24, 2022

Wildrose Rodeo Finals – September 14-18, 2022

Freedom Naples & T&M 4-H – Sundays 1-4 Meadowview 4-H – Saturdays 9:30-11:30 am

Camp Creek 4-H – Saturdays 11:30-1:30 pm

Canine 4-H – last Monday of the month

Barrhead Light Horse – Thursday October – April 2023

DM Branden – Breaakaway roping -Tuesdays November 22 – April 4, 2023 – (except for On Target Bull Sale March 14), & January 13, February 17, March 10, March 31

On Taget Bull sale – March 14, 2023



## FAIR REPORT

JULY 26, 2022

My apologies – I have not been able to find the time to have a “committee” meeting.

The following need to be confirmed, addressed, or taken care of:

### SCHEDULE:

Saturday	Sunday
9:00 am: Horse Show	8:00 am Rodeo Slack
Slo Pitch Tournament throughout the day	Slo Pitch Tournament throughout the day
1:00 pm: Parade	11:00 am Gymkana
2:00 pm: Bouncy Castles, Face Painters, Fitset Ninja, Open at grounds	10:00 am: Bouncy Castles, Face Painters, Fitset Ninja, Mini Golf: Open at grounds
3:30 pm: Global FMX Motocross Show	11:30 am Global FMX Motocross Show
BBQ Cookoff going all day: 4:30 pm Taster's Choice	
5:00 pm: Rodeo with Mini Chuckwagon Races as the 1 <sup>st</sup> event	1:00 pm Rodeo with Mini Chuckwagon Races as the 1 <sup>st</sup> event
Kids events at Rodeo: Calf Scramble, Boot Race, Sheep Riding	Kids events at Rodeo: Calf Scramble, Boot Race, Sheep Riding
9:00 pm: Cabaret with Travis Dolter	4:30 pm: Heavy Horse Pull

**Gates:** North Side of Barn: should we have that gate open early in the morning? Need to determine length and how many shifts needed

Other Gates: open at 2:00 on Saturday and 10:00 on Sunday?

Saturday Shifts: 2:00 to 4:30, 4:30 to 7:00???

Sunday: 10:00 to 1:30, 1:30 to 5:00???

If we only have 3 gates – North, South and East – same as at the Derby – that would mean that spectators for slo pitch would not pay – or people going to the BBQ Cookoff on Saturday and Mini Golf on Sunday would not pay. If we think we should charge them all, we will have to add another gate at the Agrena. (Could Mini Golf go somewhere else on Sunday??) Thoughts???

**Gate Volunteers:** Need to organize – anyone know of someone who might want to do that??

**PRESALE OF TICKETS:** Start ASAP: Sell 1000 online and 1000 at the gates?

**ADVERTISING:** Need to promote Global FMX, Mini Chuckwagon Races and the Cabaret

Barrhead Leader – ½ page ad – for 2 weeks?

Radio

Deherdt's and/or Co-op – signs?

Co-op – flyers in groceries?

Social Media: Facebook – Instagram – Website

Other Ideas: ???

**MAP OUT GROUNDS:** where are we going to put everything?

Beer Gardens: 20' x 60' tent

Food Vendors: Fish and Chip Truck, Mini Donuts, Robin Thiessen, Lemonade Stand (Are there others??)

Fitset Ninja Obstacle Course

Bouncy Castles

Face Painters, etc. - (20' x 40' tent)

BBQ Cookoff – Street on Saturday

Mini Gold – Street – On Sunday

Extra Parking – Took property???

Parking Lot: put lines out again??

Concession: Barb Almost – should we suggest that if she has the manpower to have the concession in Exhibition Hall open only for water, pop etc.??

First Aid tent???

**WHAT HAVE I FORGOTTEN??**



**Blue Heron Fair Rodeo  
August 13 & 14, 2022**

1. Saturday perf @ 5:00, Sunday slack @ 8:00 and Sunday @ 1:00
2. Submit approval form to WRA – Randy
3. Budget – submit to board for approval
4. Stock – Randy has booked Miller's
5. Clown – Randy has booked for \$2000 for both days
6. Announcer – Stock contractor hires
7. Ambulance - Brenda has booked
8. Mini chuckwagons booked – Brenda Visser
9. Kids events
  - a. 6 & under sheep riding – Colleen (\$5 and candy bag)
  - b. 12 & under boot race – Jackie (Back Forty sponsor)
  - c. Calf Scramble – Brenda
    - i. 10 to 12 - \$100
    - ii. 9 & under - \$100
10. Ground preparation and set up
  - a. Dirt work
  - b. Set up chutes, pens, etc.
  - c. Sign to close in catch pen
  - d. Water truck
11. Stock feed - Randy
12. Sponsors
13. Advertising/Promoting
  - a. Radio
  - b. Newspaper – Brenda
  - c. Facebook/Website - Jackie
14. 50/50 sales – Jackie
15. Beer gardens – Shauna & Diana organizing
16. Cabaret
  - a. Set up tables & chairs
  - b. booked entertainment and rooms - Jackie
  - c. Bar and closing is Barrhead Fire Department





Barrhead Agricultural Society  
Box 4268  
Barrhead, AB T7N1A3

July 27, 2022

Wildrose Rodeo Association  
RR 1, Site 16, Box 11  
Ponoka, AB. T4J 1R1

RE: 2023, 2024, 2025 Wildrose Rodeo Association Finals

The Barrhead Agricultural Society is pleased to submit a proposal to host the Wildrose Rodeo Association (known as WRA) Finals for 2023, 2024, and 2025.

Our proposal is to pay \$40,000 plus GST per year for the next three years to help pay production and operating expenses for the rodeo finals.

The production of the rodeo finals will be under the direction and control of the WRA. General Conditions and Responsibilities for both parties involved are defined on the following page.

We respectfully request the opportunity to meet with your committee to present our submission and answer any of your questions if required.

We look forward to partnering with your Association in hosting the WRA Finals for the next three years.

Sincerely,

Jackie Miller  
President, Barrhead Agricultural Society

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## GENERAL CONDITIONS AND RESPONSIBILITIES

BARRHEAD AGRICULTURAL SOCIETY to provide the following, along with \$40,000 plus GST:

- Performances on Thursday, Friday, Saturday afternoon, Saturday evening – NO SUNDAY PERF
- Acceptable facility
- Safe, secure, warm up area
- 80 covered stalls at \$50 per stall
- One announcer
- Clown/barrel man
- Location and PA system for post rodeo cowboy socials
- Hay/oats for stock
- Ambulance services
- Advertising on the Score Clock for WRA major event sponsors
- Invoice WRA for sponsor tickets that are redeemed at door
- Provide truck and quad for barrel racing

WILDROSE RODEO ASSOCIATION to provide the following for the sum of \$40,000 plus GST:

- Hire all rodeo personnel required to produce the rodeo, with the exception of one announcer and clown/barrel man
- Select and obtain all livestock required to produce the rodeo
- Contestants for fan appreciation events to promote rodeo, as requested by the Barrhead Agricultural Society. ie. school visit
- Produce all contestant passes, personnel passes (number to be pre-determined 2 weeks prior to event) as approved by Barrhead Agricultural Society, plus any passes requested by the Barrhead Agricultural Society. Any passes not approved will be charged at 4 pack rates.
- Four pages in WRA Finals program. Advise Barrhead Agricultural Society two weeks prior to cutoff so they can have information to the office in time.
- Send required information on contestants and sponsors two weeks prior to rodeo
- Request sponsor tickets from Barrhead Agricultural Society two weeks prior to rodeo or they will not be issued.
- Booths requested for vendors (ie. photographers) will be charged a fee that will be determined and charged by the Barrhead Agricultural Society.
- Any services used by WRA members or WRA personnel that are left unpaid will be forwarded to Wildrose Rodeo Association to be paid.

### **PROPOSAL SUBJECT TO AMENDMENT BASED ON GOVERNMENT FUNDING**

### **THE BARRHEAD AGRICULTURAL SOCIETY RESERVES THE RIGHT OF FIRST REFUSAL**

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Barrhead Agricultural Society

\_\_\_\_\_  
Wildrose Rodeo Association

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Signature



## REQUEST FOR DECISION

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**To:** Town Council

**From:** Edward LeBlanc, CAO

**cc:** File

**Date:** August 9, 2022

**Re:** Correspondence Items

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**Item (a)** Email dated July 28, 2022, from Laurie Haak, Executive Assistant, Yellowhead Regional Library, regarding the Yellowhead Regional Library 2021 Annual Report and 2023-2025 Strategic Plan.

**Recommendation:**

That Council accepts the email dated July 28, 2022, from Laurie Haak, Executive Assistant, Yellowhead Regional Library, regarding the Yellowhead Regional Library 2021 Annual Report and 2023-2025 Strategic Plan, as information.

**Item (b)** Email dated August 2, 2022, from Wendy Birch, Issues Manager, Alberta Transportation, regarding that Minister Panda and Alberta Transportation regional department staff will be attending the upcoming 2022 Alberta Municipalities convention, and if Council requests a meeting to contact the Wendy Birch before August 12, 2022.

**Recommendation:**

In recent years, the Town has not requested a meeting with the Minister of Transportation, but Administration will await further instruction from Council.

**Item (c)** Invitation to attend the Alberta Care Conference scheduled for September 7<sup>th</sup> – 9<sup>th</sup>, 2022.

**Recommendation:**

That Administration will await further instruction from Council to determine if some members of Council would like to attend.

(Original signed by the CAO)

Edward LeBlanc - CAO



July 13, 2022

Edward LeBlanc  
Town of Barrhead  
Box 4189  
Barrhead, AB T7N 1A2

Dear Edward,

As a valued partner and member of the Yellowhead Regional Library (YRL), I am happy to share with you our 2021 Annual Report and 2023-2025 Strategic Plan, along with the 2021 Return on Investment (ROI) statement for the Barrhead Public Library.

Last year presented both opportunities and challenges for YRL. As we celebrated our 50th anniversary, we took the opportunity to reimagine our brand. The result is a bright, colourful brand that is reflective of the vitality and vibrancy of YRL and its member libraries. We are weaving this energy into our documents, signs and materials as we look forward to our next 50 years and beyond.

We are proud of our work to support our member libraries during 2021 as the impacts of COVID-19 continued to be felt. We offered more online consultations and training, for example, as just one way to maintain connections through these challenging times. Our online catalogue saw more than 1.8 million visits, underscoring the importance of technology to libraries and their patrons.

For our member municipalities and school divisions, we know that return on your investment with us is critical. The YRL Annual Report demonstrates several key indicators of our value to the people of the Town of Barrhead. Here are two examples from the residents in the YRL region, including your community:

- 13,383 patrons accessing LinkedIn Learning
- 225,552 checkouts through OverDrive

The power of regional collaboration opens a world of resources to every person living in the YRL region. The power of our collective purchasing and distribution delivers a catalogue of materials beyond what any individual library could maintain on its own. And, the power of our continuous improvement brings the latest technology and best practices to each member library. I hope you find the Annual Report informative and reflective of a remarkable year.



Moving forward, we have outlined our ambitious goals in the 2023-2025 Strategic Plan. We aim to continue our history of excellence in seven key areas:

- Provide and expand services to member public and school libraries
- Advocacy support for member libraries
- Advocate on issues affecting the library community
- Support to help member libraries to keep pace with technology
- Strengthened relationships
- Library staff and trustee professional development opportunities
- Commitment to diversity, equity and inclusion

I invite you to read more about these areas in the Strategic Plan. You will see that we have outlined a comprehensive approach to stay at the forefront of library services as we help our members meet the emerging expectations of the people we serve together. Along the way, we will keep you informed of our progress in delivering on these goals for your library and residents.

The ROI statement includes the direct financial return to the Barrhead Public Library from the YRL materials allotment as well as the total cost avoidance for technology and resource sharing. Also included is the numbers of hours your library staff participated in formal professional development opportunities through YRL. We hope you find this information useful.

I am happy to discuss these documents or answer any questions you may have. Please contact me as noted below.

Yours truly,



Karla Palichuk, Director  
Yellowhead Regional Library

E: kpalichuk@yrl.ab.ca  
P: 780-962-2003, ext. 226

Enclosures

Copies: Councillor Rod Klumph, YRL Trustee  
Elaine Dickie, Barrhead Public Library

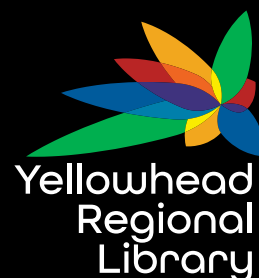


**Celebrating**



**Years**

**2021 Annual  
Report**





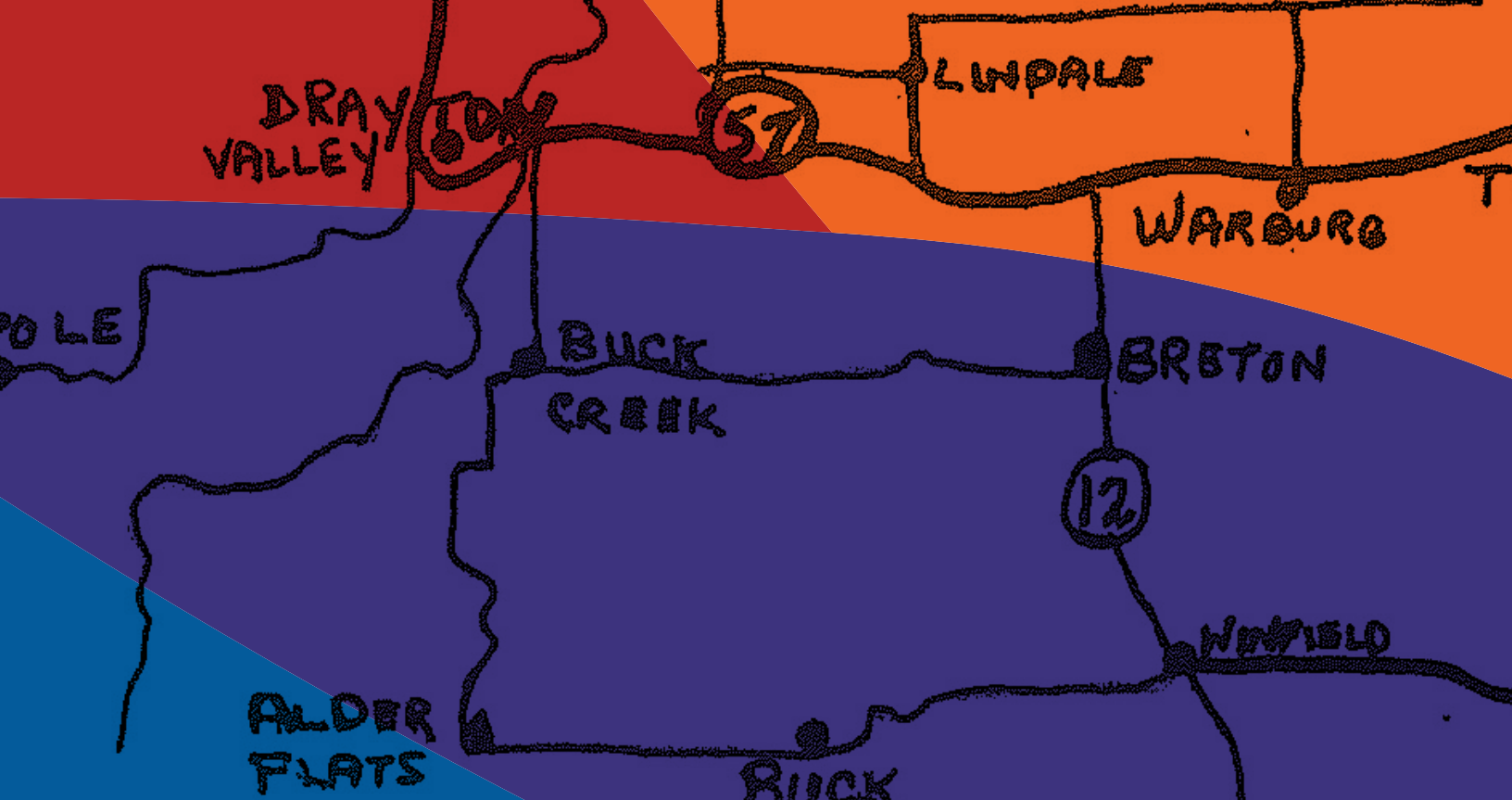




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## Message from the Board Chair

Since 1971, Yellowhead Regional Library has been serving the people of this area. Although it now has 53 municipal and three school division members, YRL started out with just five: the counties of Barrhead, Lac Ste. Anne, Leduc, Parkland and Wetaskiwin.

In this time we've seen many changes in library expectations and demands, technology and resources. Through it all, YRL has been at the forefront of emerging opportunities, strongly supporting its member libraries to keep pace with the times.

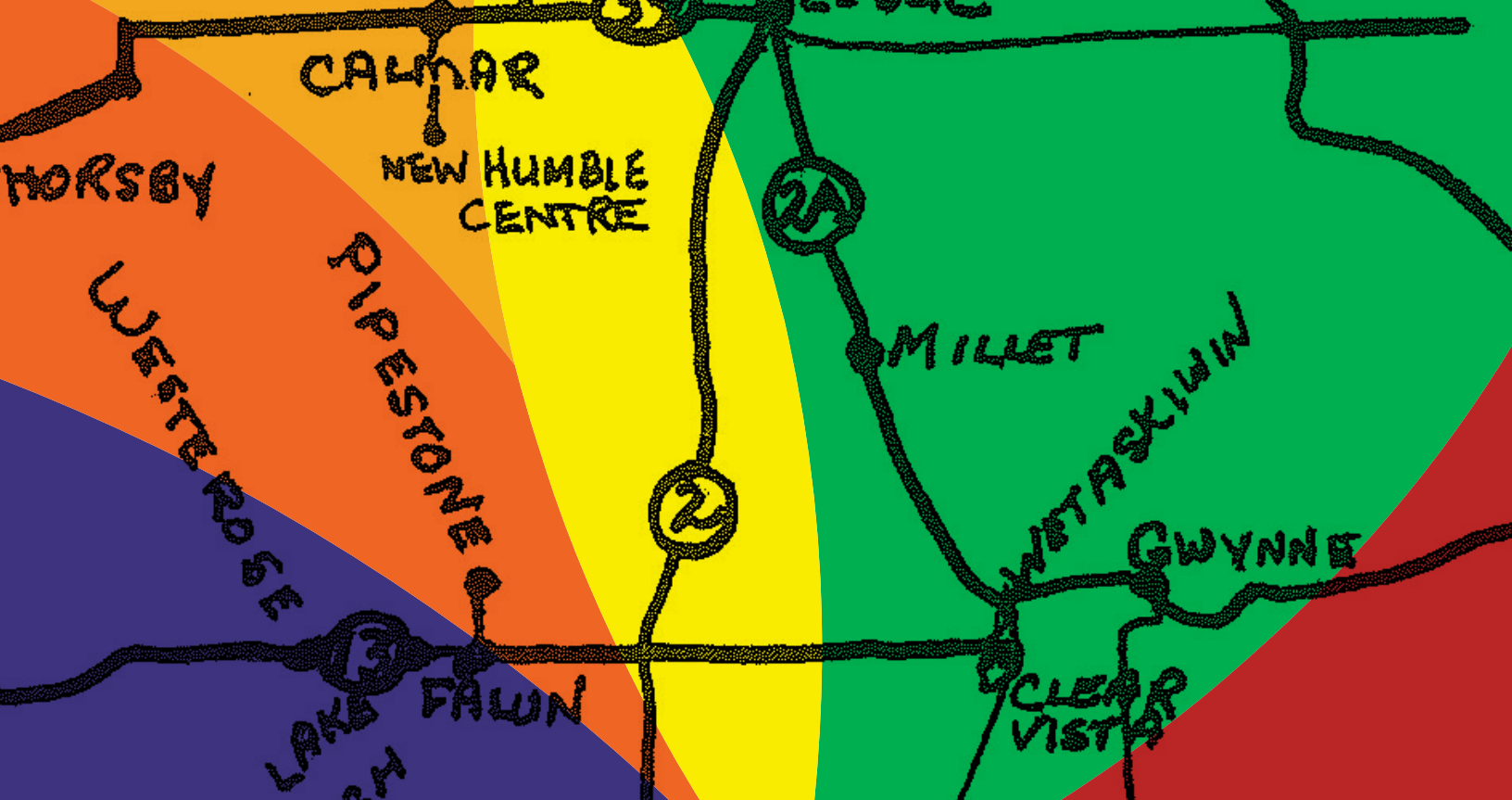
YRL's 50th anniversary reminded us of our humble beginnings and demonstrated the strength of the regional library system in supporting rural communities over the years. Yes, we still facilitate interlibrary loans, transporting materials from place to place. But we have also opened the world to Yellowhead region residents via a staggering number of online and digital resources.

Our past is a strong foundation. Our future is a bold vision.

On behalf of the Board of Trustees, I want to thank the YRL team, and all our member partners, for the vital services they provide to the community.

**Hendrik (Hank) Smit**, *Chair*





## Message from the Director

Even though the COVID-19 pandemic continued to disrupt lives and organizations through 2021, libraries found ways to continue delivering a world of information and resources to residents of the Yellowhead region.

Businesses and organizations slowly reopened in 2021, happy to welcome back their patrons to in-person experiences. For libraries, YRL was there to support its members with an array of services fit for the times. This meant more online interactions between YRL staff and libraries, online training opportunities and consultations. And, while we all became well and truly “zoomed” out, we are grateful that technology enabled us to keep working together. Many of the supports YRL provides were shifted online seamlessly. The overarching goal, of course, was to keep our patrons connected to the information and materials they wanted.

Our numbers tell the story: more than 1.8 million visits were made to our online catalogue, and we made nearly 2,500 deliveries to member libraries.

I’m proud of the strong collaboration that occurs between YRL staff and member libraries; proud that, together, we deliver excellence for the people of the Yellowhead region. This strength is our greatest advantage.

**Karla Palichuk**, *Director*





# Board of Trustees As of December 2021

## Executive Committee

### YRL Chair

**Hendrik (Hank) Smit**

Library Board Chair  
*Town of Hinton*

### YRL Vice Chair

**Bill Elliot**

Councillor  
*City of Wetaskiwin*

**Barb Maddigan**

Board Chair  
*Northern Gateway School Division*

**Kathy Rooyakkers**

Councillor  
*County of Wetaskiwin No. 10*

**Bob Robinson**

Library Board Member  
*City of Beaumont*

**Sally Kucher-Johnson**

Councillor  
*Parkland County*

**Carla Frybort**

Library Director  
*City of Leduc*

**Tara Elwood**

Councillor  
*Village of Alberta Beach*

**Eric Meyer**

Councillor  
*Town of Stony Plain*

**Wayne Rothe**

Community Member  
*City of Spruce Grove*

For the complete list of trustees, please visit [yrl.ab.ca](http://yrl.ab.ca).



# A Year in Review

By the Numbers

NEW ITEMS

Items Ordered:

30,071

Items Added:

35,940

## TRAINING

16

EVENTS  
HELD

911

PARTICIPANTS  
TRAINED

## COLLECTIONS



2,309

Total Print  
Materials



340

Total Non-print  
Materials



61,219

Total Virtual  
Materials

63,868 TOTAL  
COLLECTIONS

## INFORMATION TECHNOLOGY

IT Tickets  
Resolved:

1,607

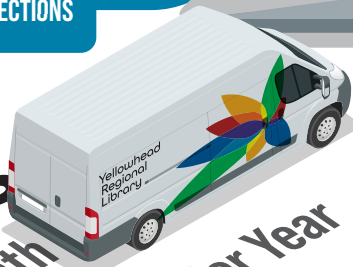
Website Visits:

13,296

System Catalogue Visits:

1,819,516

DELIVERIES  
204 Per Month  
2,448 Per Year



## LIBRARY CONSULTATIONS

6

Libraries  
Visited

150

Online  
Consultations



# 2021 Accomplishments

## Celebrating 50 Years

---

- ➔ **Re-branded to reflect the inter-relationships between YRL and its members**
- ➔ **Created history and services videos**
- ➔ **Created a learning lab**
- ➔ **Purchased additional eResources**

During 2021, YRL marked its 50th year of service. The COVID-19 pandemic precluded in-person celebrations, but the organization found meaningful ways to both honour its past and advance its future. As a visible way to celebrate, YRL decided to rebrand the organization. A brand is much more than just a logo. It's a visual representation of the organization to its customers: what it stands for, how it operates, what it values. After research and focus groups, the new brand was created to represent the many inter-relationships that exist between YRL and its member libraries. Indeed, the points of the graphic are intended to illustrate the service locations with which YRL deals. The new look is fresh, bold and colourful – just like YRL itself!

*From this:*



*to this:*



**Yellowhead  
Regional  
Library**





New branding was just the beginning of new assets added to YRL to celebrate its 50 years. Two videos were created: one to reflect the rich [history](#) of the organization, and the other to explain the many [services](#) YRL offers. These videos are used to introduce YRL to new stakeholders and audiences who are unfamiliar with it.

In 2021, another initiative helps to keep YRL and its member libraries current and fresh. YRL created a learning lab, where 10 sessions were held to spark creativity and innovation as part of planning or problem solving. The lab features a large whiteboard, lots of natural light and a selection of facilitation tools to help staff and member libraries collaborate on new ideas for the communities they serve.

Lastly, YRL purchased an additional \$50,000 of digital content to share with its member public and school library communities. As of October, the following were available:

- YRL expanded its offerings in hoopla to include 'flex' access for popular eBooks and audiobooks, cutting wait times.
- YRL purchased more requests from patrons, adding more licenses to high hold items and popular content to OverDrive.
- Gale in Context databases for Elementary, Middle and High Schools were added for use by educators and students until December 2022.



## Makerspace and Programming Kits

A collection of craft supplies is displayed on a round, light-colored table. In the center is a white Cricut machine with a pink top. To its left is a box of 'CLEAR TRANSFER' tape. In front of the machine is a stack of colorful paper and a box of 'Crayola MARKERS MARQUEURS'. To the right of the machine is a tablet on a stand, a roll of blue vinyl, and a box of 'Cricut Kit'. Behind the machine is a box of 'Cricut Kit' and a box of 'Cricut Kit'. In the background, there are more boxes of 'Cricut Kit' and a box of 'Cricut Kit'. The items are arranged on a round table, with a potted plant visible in the background.

YRL's 2021 Alberta Government Public Library Services Branch OROS Grant was awarded to Spruce Grove Public Library, who used it to fund Knowledge Keeper services that benefit the entire YRL system. The Knowledge Keeper provides in-person programs and services to our neighbouring First Nations. Activities include Conversational Cree, MMIWG2S activities, community pop-up Talking/Listening Circles and Indigenous Story Telling and Puppet Theatre.







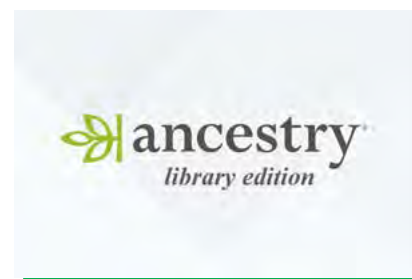
## Intranet

In December 2021, YRL launched its own intranet for member libraries. The result of a year-long project to organize, update and revise YRL's key training and procedural documentation, the intranet is more than a repository – it also houses YRL's new Kit Booking app, a Puppet Inventory, Incident Reporting Tool, onboarding resources for staff and managers, various contact lists and a place for YRL member libraries to interact and engage with one another.

## *Did you know?*

### Ancestry Home Access

During 2021 YRL and Ancestry Library Edition provided home access to Ancestry search databases. YRL patrons accessed this resource **1,671** times.







## Core Competencies Project

Library work encompasses a wide range of knowledge, skills and abilities (KSAs) across a variety of domains. Core competencies help support effective library work by identifying behaviours that are associated with the mastery of these KSAs in the workplace. In 2021, YRL worked with member libraries to develop a shared set of core competencies to reflect the operational experiences of staff working within the region supported by YRL. Organized into six thematic domains, these competencies are used to guide hiring and recruitment, inform performance management, identify professional development opportunities and more.

## Learning Opportunities

### Stronger Together Annual Virtual Conference

On September 22-24, 2021, Parkland Regional Library System, Peace Library System, The Alberta Library and Yellowhead Regional Library hosted the second Stronger Together Virtual Conference. The conference consisted of 23 learning sessions, two wellness sessions, two keynotes and a pre-conference keynote. There were 1,126 registrants from six different countries.



### Homelessness Academy

YRL licensed a series of training tutorials called a “Librarian’s Guide to Homelessness.” The course, developed by Ryan Dowd, offers library staff the tools they need to work with customers experiencing homelessness, as well as tools on how to compassionately solve problem behaviours from troubled individuals.



# Collections and Resource Sharing Highlights

## Purchasing Catalogue Records

YRL purchased more catalogue records from United Library Services to help member public and school libraries receive their new items more efficiently, and allow more staff time on project support for collection development in libraries.

## Collections Reporting

YRL developed its knowledge of collections reporting, allowing staff to support member public libraries to complete these projects:

- ➔ Evaluation of the current diversity, equity and inclusion in a member library's collection to help them in establishing a collection development plan.
- ➔ Diversity audit on a member library's children's collections to help guide them in their future collection development, specifically looking at expanding the languages featured in their children's collections to include Cree, German, Spanish and French.
- ➔ Classification of a library's adult fiction section by genre to help staff and patrons navigate their collection easier and find books that interest them.

## Deakin Kits Collection

YRL accepted a gracious donation of a selection of titles from Dr. Andrea Deakin's personal collection. The titles have been sorted into nine different collections and

cover a range of themes and subjects including animals, Christmas, juvenile fiction, poetry and more.



YRL created a StoryWalk Kit based on large-scale drawings that were donated from the stories and illustrations of Maurice Sendak.

Each kit contains wonderful books chosen by Dr. Deakin herself. The entirety of a kit, or individual books within, can be checked out by YRL members.



# Did you know?

## Top five OverDrive trending books and formats for 2021



**#1**

**The Aviator's Wife**  
ebook



**#2**

**Throne of Glass Book 1**  
ebook



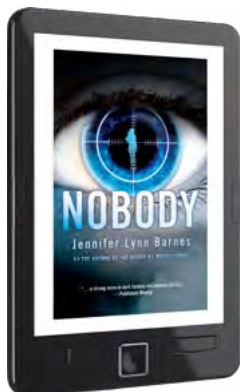
**#3**

**The Drowning House**  
ebook



**#4**

**Firefly Beach:**  
Hubbard's Point  
Series, Book 1  
eaudiobook



**#5**

**Nobody**  
ebook

There were  
**225,552**  
checkouts in 2021.





# Technology Services Highlights

## Websites Training and Enhancements

YRL created a Website Training Course, a series of video modules for public library staff covering all aspects of website development. Videos are broken down into short, manageable topics that allow users to find what they need quickly.

YRL made it possible for member public libraries to put record sets on pages other than the homepage, and created custom colour options for special notice banners.

## Password Manager

In an effort to reduce the cybersecurity risk posed by weak and reused passwords, and increase the convenience of creating and remembering strong passwords, YRL rolled out Keeper Security Password Manager to YRL staff and member public library managers.

**“I totally didn’t understand or see the need for Keeper. Once I got the help, I feel so much safer now. That is my takeaway, I FEEL SAFER! In a world that can mess you up online that is a great feeling.”**

*Member Public  
Library Manager*



## Click & Collect via the TRACpac App

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YRL implemented Click & Collect, a socially distanced way to provide curbside service to library patrons. YRL provided training and support to libraries that chose to implement the service.

## Cybersecurity Training

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YRL provided cybersecurity training to staff and member libraries in an effort to help protect our community and members from malicious cyber threats.

# Did you know?



**YRL made LinkedIn Learning available, and in 2021:**

- ➔ **566** hours of training were reviewed
- ➔ **Most popular video:**  
*Excel Essential Training for Office 365*
- ➔ **13,383** patrons viewed LinkedIn Learning



# 2023-25 Strategic Plan

- ➔ Focus groups were held to determine future requirements
- ➔ Plan of Service draft started

Every three years, library systems in Alberta must create and submit a Plan of Service to the Alberta Government. As the current Plan was coming to the end of its term, YRL began to create its 2023-25 Strategic Plan. Several focus groups were held, facilitated by a third-party consultant, to gather robust information and ideas for YRL's next Plan. Work continued into early 2022 and will be submitted in accordance with the required deadlines.



## Advocacy

- ➔ Supported the Board with resources to inform Councillors and candidates for municipal election
- ➔ Participated in the Advocacy Committee, jointly with Parkland Regional Library System

An ongoing role for YRL, advocacy efforts serve to educate and inform decision makers about the importance of libraries in their communities. During the 2021 municipal election, YRL supported member libraries to provide information to candidates and newly-elected Councillors. Support from decision-makers is critical to ensure the continuing availability of essential library services in communities.



# Corporate Stewardship

- ➔ Continued work in support of a psychologically safe workplace
- ➔ Completed a compensation philosophy policy
- ➔ Began work to update several internal policies
- ➔ Found staffing efficiencies and streamlined practices
- ➔ Hosted practicum students and interns



Good corporate stewardship of YRL was a key priority for members of the leadership team. Several initiatives were undertaken to improve working conditions by updating and creating new policies to support staff. In 2021, YRL continued its efforts in support of psychological safety in the workplace. YRL's leadership works to ensure co-workers, suppliers or stakeholders will not embarrass or punish staff for speaking up. Further, YRL believes in the power of individual identity, and the right to a discrimination-free workplace.

YRL's Executive Committee completed a compensation philosophy policy, facilitated by a third-party consultant, which outlines the elements of total compensation for employees. It's important to understand how YRL approaches compensation, what's included and how it benefits employees.

With a view to continuous improvement, several staffing efficiencies were introduced and various practices were streamlined. YRL is committed to being a prudent steward of its resources in order to deliver the highest value to its members. As an example, YRL hosted practicum students and two interns (funded in part by grants from the Government of Canada) to provide YRL with support. These two librarians, new to the profession, both went on to get full-time positions at other Alberta library system regions once they had finished their contracts here. It was a valuable learning opportunity for YRL staff and the interns alike.





# Financial Summary

YRL's external auditors completed the 2021 audit and prepared the Audited Financial Statements. These documents were approved by the YRL Board in the first quarter of 2022 and are posted on the YRL [website](#).

# Return on Investment

With YRL membership, member municipal residents gain:

- ➔ Access to more than three million items in the TRAC collection.
- ➔ Free access to digital content, including more than 600,000 eBooks, 111,000 eAudiobooks, 300,000 music albums, 13,000 movies, 4,000 eMagazine subscriptions and 21,000 eComics, as well as additional shared eBooks with Parkland Regional Library System.
- ➔ Free access to 30 subscription online resources, including:
  - Ancestry Library Edition, a popular genealogical research resource.
  - Consumer Reports, for thorough consumer product information.
  - Grant Connect, linking Canadian charities with funding programs.
  - LinkedIn Learning, a preeminent source for video courses in business, computer technology, software and creative skills.
  - PressReader, offering access to local and international newspapers and magazines.
  - Solaro, a study and exam prep resource based on the Alberta curriculum for grades 3-12.
- ➔ Access to library collections across Alberta and Canada.
- ➔ Free broadband Internet connection via SuperNet and WiFi.



# Yellowhead Regional Library

## Mailing Address

Box 4270, Spruce Grove, AB T7X 3B4

## Building Location

433 King Street, Spruce Grove, AB T7X 2C6

## Phone

780-962-2003

## Toll-free

1-877-962-2003

**yrl.ab.ca**





YRRL is a

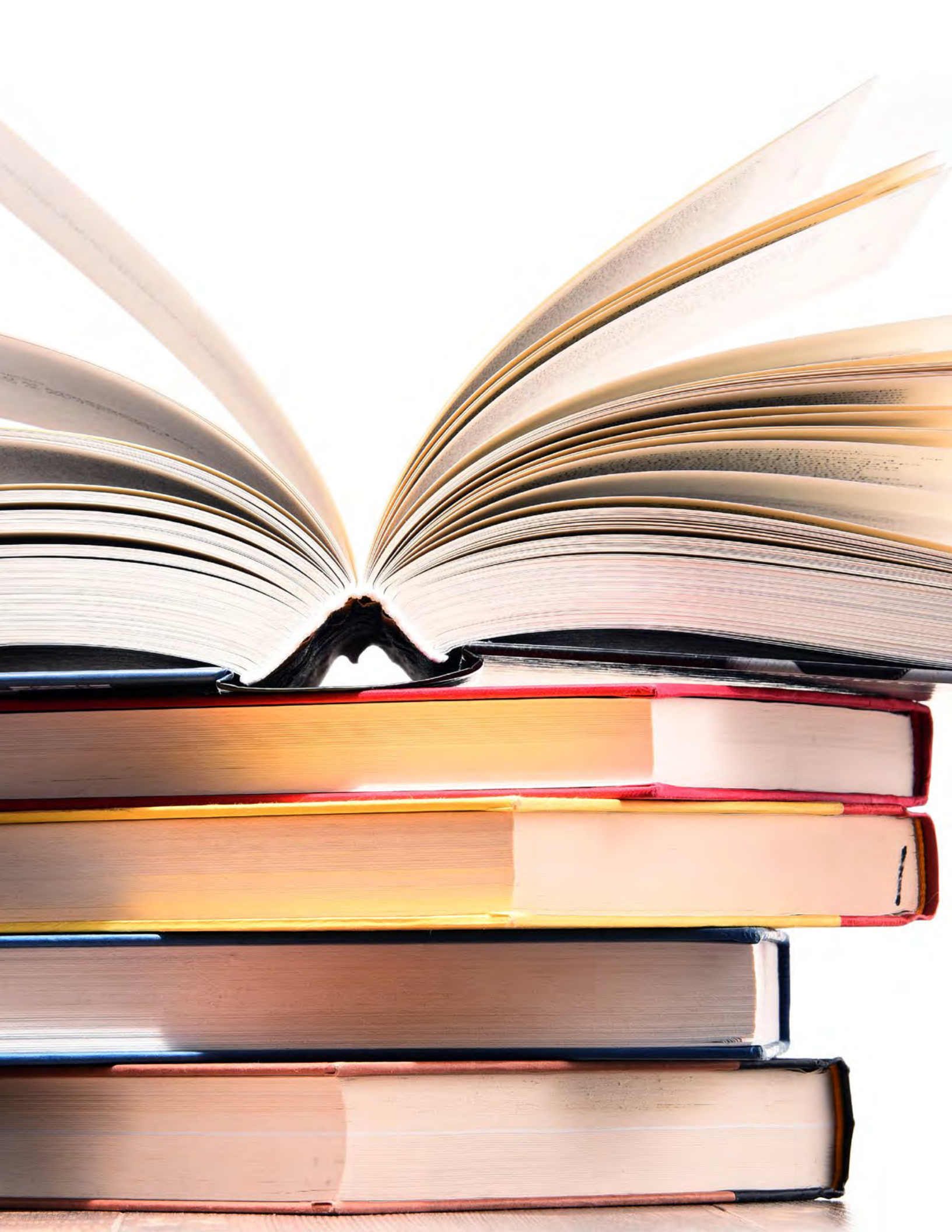


# Strategic Plan

2023...2025












# YRL **Verb** is a

## ***WHAT DOES THAT MEAN?***

It means that Yellowhead Regional Library's (YRL) commitment to its member libraries is an active, ongoing approach that seeks to enrich the collections, resources and services offered to Albertans in the Yellowhead Region.

Simply put, it means YRL is always growing, learning and sourcing new resources to help make each member library the best it can be.



**“Thank you to YRL for everything you do to support your member libraries! We truly appreciate your help and inclusivity.”**

*Member Library*







## Message from the Board Chair

As we look to the next three years, it's hard to imagine what curve balls may be thrown our way. After all, the idea of a pandemic disrupting our lives was unimaginable when we created our last Plan of Service.

While much has been written about the impacts of the pandemic, two things are clear: our staff is responsive and flexible, and libraries have an enduring place in society.

I am very proud of how our YRL team supported member libraries over the past three years. From helping support library COVID-19 protocols to finding new ways to meet patrons' needs, the YRL team showed their innovative spirit and dedication to service excellence.

YRL is a vital partner with its member libraries keeping people connected to the world. This 2023-25 Strategic Plan outlines an ambitious strategy to keep moving forward. I am confident in the organization's ability to deliver on these goals, continuing to deliver vital and important services in support of libraries in our region.

**Hank Smit, Chair**



Message from the  
**Director**

The 2023-25 Strategic Plan outlines four goals and a series of strategies to deliver value and excellence to member libraries and the patrons they serve.

The theme of this plan, “YRL is a verb,” which may seem an unlikely choice, except for the quick response and nimble actions that have been demonstrated by the entire YRL team in recent years. We are able to be bold and fearless about our future because of the hurdles we’ve already overcome.

Most of all, we’ve demonstrated that there’s nothing that can take the place of a local library. Helping member libraries to fulfill the needs of their patrons is job 1 for us, and its importance is reflected in our Strategic Plan. Here’s what you can expect from YRL during the 2023-25 period:

- ➔ **Provide and expand services to member libraries**
- ➔ **Advocacy on issues affecting libraries**
- ➔ **Support to help member libraries to keep pace with technology**
- ➔ **Strengthened relationships**
- ➔ **Professional development opportunities**
- ➔ **Commitment to diversity, equity and inclusion**

I hope when you read our Strategic Plan you are as energized as our team, who live and breathe YRL as a verb every day.

**Karla Palichuk**, *Director*

**“I always value the expansion of services, especially with how much it feels the world has changed over the last two years and how people access information or what they are in need of.”**

*Board Member*







# Yellowhead Regional Library's Intention is a Partnership

**YRL is a key partner with member libraries, contributing to their success in their communities. Member focus groups have recognized YRL's role to provide supports and services effectively within the region.**



## Mission

YRL provides materials and services to public and school libraries and other organizations to assist them in meeting the informational, educational, recreational and cultural needs of their communities.

## Values

- ➔ **Collaboration**
- ➔ **Inclusion**
- ➔ **Responsiveness**
- ➔ **Value for investment**



## Expected Results

**During the 2023-2025 time period, YRL will:**

- 1.** Continue to maintain, and seek to expand, the range of services and supports provided to member libraries.
- 2.** Build supports and resources for members to advocate about the importance of libraries to their communities and stakeholders.
- 3.** Use YRL's collective voice effectively in advocating for issues impacting the library community.
- 4.** Support member libraries to keep pace with changing technology.
- 5.** Strengthen relationships and collaboration with member libraries, other library systems and key stakeholders.
- 6.** Create professional development opportunities for library staff and boards.
- 7.** Demonstrate YRL's commitment to diversity, equity and inclusion.

## Role of YRL

YRL is a member-facing, customer-focused organization. The scope of the support provided by YRL is defined by the Libraries Act and Regulations, the YRL Master Membership Agreement and the YRL Strategic Plan.





## **GOAL 1**

**YRL is a hub  
for connection,  
collaboration and  
learning.**



## Strategies:

- ➔ **YRL will stabilize and strengthen its existing services.**
- ➔ **YRL will seek to understand the environment and the needs of its members.**

## Three-year targets, by 2025:

- ➔ **YRL and member library staff will have developed skills, accessed information and built connections to advance strategic priorities.**

Measured by:

- Responsive, predictable training sessions and workshops.
- Completion of professional development activities.
- Provision of relevant, timely materials.

- ➔ **Will have effectively managed and protected assets, systems and information and limited them to authorized users.**

Measured by:

- Formal disaster recovery plan and procedures for all areas is maintained.
- Implementation of cybersecurity best practices to protect the YRL network, hardware, users and data.

- ➔ **YRL staff will have actively engaged member libraries' staff to better understand them as individuals.**

Measured by:

- Consulting, training and other meetings or events.
- Seeking ideas from everywhere including members, vendors, partners and outside experts.
- Use of formal and informal channels of communication.
- Adaptation or modification of services to meet the needs of members.

- ➔ **YRL will have a plan for sustainable funding.**

Measured by:

- Departmental costings.
- Direction in use of reserves.
- Direction in levy amounts needed to maintain services.





## GOAL 2

**YRL provides  
quality information  
and resources.**



## Strategies:

- ➔ YRL will assess, and consult others, to build service offerings.
- ➔ YRL will clarify its service offerings.

## Three-year targets, by 2025:

- ➔ **The collection development policy will be fully operationalized.**

Measured by:

- Clear rationales for items selected or de-selected.
- Understanding of, and response to, needs of the member libraries.

- ➔ **Digital content profiles will be posted on the YRL Intranet.**

Measured by:

- Use of the information by member libraries when supporting customers.

- ➔ **Entry points will be easy for libraries of all sizes. Information will be available to help member libraries access service delivery offerings.**

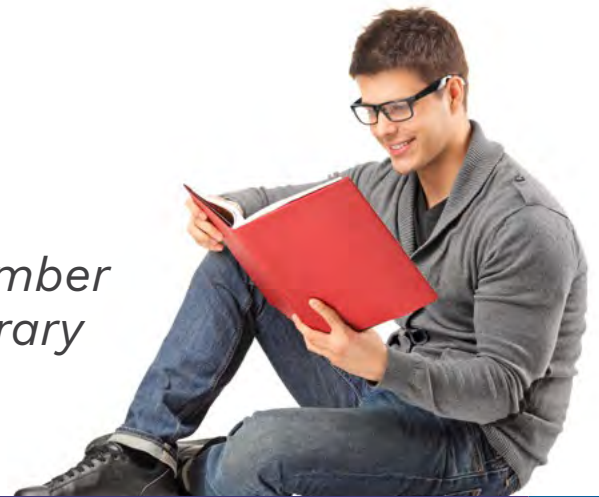
Measured by:

- Feedback from member libraries.
- Increased comfort in use of YRL services.



**“Appreciate that  
library members have  
been given a voice.”**

*Member  
Library*







## GOAL 3

**YRL shares  
knowledge  
and skills  
wholeheartedly.**



## Strategies:

- ➔ **Within the bounds of its mission, YRL will share its knowledge with other libraries and systems.**
- ➔ **YRL will use its voice, resources and expertise for issues of concern to the library community.**

## Three-year targets, by 2025:

### ➔ **YRL staff will be innovative.**

Measured by:

- Engagement in activities outside YRL, such as boards and working groups.
- YRL staff have taken advantage of external opportunities for course work and seminars; as either a participant or presenter.
- YRL staff look outside the library environment for opportunities to grow skills.
- YRL staff will take “idea road trips” and use other mechanisms to learn and connect externally.

### ➔ **YRL will have problem solving techniques in place to support members.**

Measured by:

- YRL staff will be familiar with, and use, problem solving processes.
- YRL staff will be familiar with, and use, a range of facilitation techniques.
- Diverse groups will gather to tackle thorny problems.

### ➔ **YRL will have a robust advocacy strategy.**

Measured by:

- Identification of advocacy issues together with member libraries and The Alberta Library.
- Provision of advocacy information, tools and resources to libraries.
- Continued development of the advocacy committee and demonstrated leadership by YRL.

### ➔ **YRL will have sought out and successfully received additional grants to support activities.**

Measured by:

- Increased strategic opportunities to move projects and initiatives forward.
- Increased support to members through these new opportunities.
- Agility to take advantage of emerging opportunities.





## GOAL 4

# YRL is an excellent place to work.

### Strategies:

- ➔ YRL will be the employer of choice for library staff.
- ➔ YRL will build a culture of commitment and camaraderie.
- ➔ YRL Board will demonstrate excellence in governance.
- ➔ YRL will be a fearless learning organization.



## Three-year targets, by 2025:

### → **Compensation, including benefits, will meet the benchmarks established by the compensation philosophy.**

Measured by:

- Salaries of staff are adjusted as and when needed.
- YRL's turnover rate is less than 10%.
- YRL can recruit easily into vacancies.
- YRL staff each have a professional development plan.

### → **YRL will have developed a diversity, equity and inclusion (DEI) strategy.**

Measured by:

- YRL Board and staff understand DEI and its role in employment, making it easy for diverse populations to find and apply for positions.
- The DEI strategy supports the YRL strategic plan.

### → **YRL will learn from successes and failures.**

Measured by:

- Ability of staff to articulate and share successes and failure, and what they learned from each.
- Rough ideas are shared early to get helpful feedback.
- YRL staff will try new things and learn from them for the benefit of the members.
- Recognize that, in the early stages, effective learning is more important than immediate success or perfection.

### → **YRL will be a psychologically safe workplace.**

Measured by:

- Staff and Board understand the benefits of having a psychologically safe workplace.
- Policies, procedures and processes will enforce and support YRL's values and psychological safety.
- Staff will complete certification in this area.

### → **Governance instruction will be included in Board and Executive Committee meetings.**

Measured by:

- Clearly worded background information/explanations in board packages.
- Offering learning and development opportunities outside of conferences.

### → **The Board is actively involved in advocacy activities.**

Measured by:

- Number of advocacy activities undertaken by Board members.



# Yellowhead Regional Library

## Mailing Address

Box 4270, Spruce Grove, AB T7X 3B4

## Building Location

433 King Street, Spruce Grove, AB T7X 2C6

## Phone

780-962-2003

## Toll-free

1-877-962-2003

**yrl.ab.ca**





## Barrhead Public Library 2021 Return on Investment

### Your Membership

#### Total Financial Benefits

**\$753,629.52**

#### Return on Investment

**\$1.00 = \$36.90**

### Membership levy

On behalf of Barrhead Public Library in 2021

**\$20,422.34**

### Direct financial return

2021 Materials allotment from YRL

\$3,434.25

YRL Allotment from County population

\$3,678.48

#### Total funds

**\$7,112.73**

### Benefits of YRL services

#### Total savings

**\$746,516.79**

#### Technology cost avoidance

**\$16,285.89**

Website

\$325.24

Software and licensing

\$4,264.00

SuperNet and hardware

\$11,696.65

#### Resource sharing cost avoidance

**\$730,230.90**

Items borrowed from other libraries: **15,870**

\$183,615.90

Digital items borrowed through YRL: **12,147**

\$546,615.00

#### Training and workshops

Participation (in hours)

11

*May not reflect all training provided, such as informal sessions*



With YRL membership, **municipal residents** gain:

- Access to more than three million items in the TRAC<sup>1</sup> collection.
- Free province-wide resource sharing of physical collections, including interlibrary lending and onsite borrowing.
- Free access to digital content, including more than 600,000 eBooks, 110,000 eAudiobooks, 21,000 eComics, 4,000 eMagazine subscriptions, 13,000 movies and 300,000 music albums, as well as additional shared eBooks with Parkland Regional Library System in Lacombe.
- Free access to 30 subscription online resources, including:
  - Ancestry Library Edition, a popular genealogical research resource.
  - Consumer Reports, for thorough consumer product information.
  - Grant Connect, linking Canadian charities with funding programs.
  - LinkedIn Learning, a preeminent source for video courses in business, computer technology, software and creative skills.
  - PressReader, offering access to local and international newspapers and magazines.
  - Solaro, a study and exam prep resource based on the Alberta curriculum for grades 3-12.
- Access to library collections across Canada.

And **Barrhead Public Library** has access to:

- Free broadband Internet connection via SuperNet paid for by the Government of Alberta and WiFi.
- The library software that manages circulation, borrowers and materials.
- The online catalogue—and TRACpac mobile app—that provides public access to library resources and personal account management.
- Self-checkout and curbside pickup services via the TRACpac app.
- Physical library cards at no cost.
- Free delivery and pick up of materials at least once every week.
- A bulk discount of 37% on library books purchased through YRL.
- Cataloguing and shelf-ready processing of purchased and donated materials.
- Digital content, including eBooks, eAudiobooks, comics, magazines, movies, music, newspapers, and subscription databases.
- Shared regional specialty kit collections, including Indigenous, Makerspace, Read Alberta, Storytime, StoryWalk, xBox, and six World Languages.
- Access to a national library collection for the blind and print-disabled.
- Hosted and managed website with technical support.
- Computer and network support and services, including a password manager license for library managers.
- Professional library expertise and access to regional knowledge sharing.
- Training for library staff and board members.

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<sup>1</sup> Originally formed in 2001, The **R**egional Libraries Computer **A**utomation Systems **C**onsortium Society (TRAC) is comprised of Marigold Library System in Strathmore, Northern Lights Library System in Elk Point, Peace Library System in Grande Prairie, and YRL in Spruce Grove.



## Edward LeBlanc

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**From:** Wendy Birch <Wendy.Birch@gov.ab.ca>  
**Sent:** August 2, 2022 4:25 PM  
**To:** Lesley Flynn  
**Subject:** [EXTERNAL]:Alberta Municipalities Fall 2022 Convention - meeting with Alberta Transportation

You don't often get email from wendy.birch@gov.ab.ca. [Learn why this is important](#)

Hello,

On behalf of Minister Panda, I am pleased to advise that the Minister and Alberta Transportation regional department staff will be participating in the upcoming 2022 Alberta Municipalities (AM) convention in Calgary from September 21 – 23.

If you would like to request a meeting with the Minister during the convention, please forward your request to me by noon on Friday August 12, 2022. I can be reached via email at [wendy.birch@gov.ab.ca](mailto:wendy.birch@gov.ab.ca) or by phone at 780-427-5718. Due to limited availability, please ensure you provide your top three priority items for discussion along with your meeting request. As the time of the convention approaches, more details on the meeting will be provided.

If you would like to request a meeting with regional staff I can also assist in the scheduling of that meeting and will forward your request.

Should you have any questions or concerns, please feel free to contact me.

Wendy Birch  
Issues Manager  
ADMO, Construction & Maintenance  
Alberta Transportation  
780-427-5718



## 22nd Annual Alberta CARE Conference

Please forward registrations & payment to:  
**ALBERTA C.A.R.E.**  
Linda McDonald, Executive Director  
5212-49 Street  
Leduc, AB T9E 7H5  
Cell: 1-780-668-6767  
Email: [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)  
Web: [www.albertacare.org](http://www.albertacare.org)

### Who Should Attend?

- Municipal Elected Officials
- Waste Management Employees
- Public Works Employees
- Landfill Operators
- Government Waste Management Agencies
- Community Recycling Associations and Non-Profit Groups
- Waste Management Businesses
- Environmental Organizations
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

**Silent Auction**  
**Going once...**  
**Going twice...**

Beginning September 7th  
Ending September 8th at 8pm

## 22nd Annual Alberta CARE Conference

September 7th-9th

# 2022

### Accommodations

**Executive Royal Hotel**  
8450 Sparrow Drive  
Leduc, Alberta  
780-986-1840

Group Block - #090622ABC



Telford Lake

Blackgold Rodeo



## 22nd Annual Alberta CARE Conference

September 7th- 9th

# 2022

**Executive Royal Hotel**  
8450 Sparrow Drive  
Leduc, Alberta



Fred Johns Park



Leduc Public Library



Civic Centre



## Tuesday, September 6th

New HHW Course - 9:00 a.m. - 4:00 p.m.  
Register with [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)

Composting Course - 9:00 a.m. to 4:00 p.m. - register with  
[executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)

## Wednesday, September 7th

8:00 a.m. - NOON DRONE Training Session for Landfills  
Register with [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)

9:00 a.m. - 5:00 p.m. Registration and Exhibit Set Up

11:00 a.m. Light Lunch and Refreshments

12:30 p.m. TOUR #1

- DEMO - Wood Chipping - Edge Equipment & Canadian Wood Recycling
- Tour Altrout Compost to Regeneration Facility  
(Bus Provided for Tour)

OR

GOLF - Red Tail Landing Club - 18 holes  
Tee Time 12:30 p.m. to Start (Travel on you own)

OR

TOUR #2

- Blackgold River Tour on the North Saskatchewan River  
(Limited Seating) (Bus Provided for Tour)

5:00 p.m. COCKTAILS (Cash Bar)

6:00 p.m. Welcoming Remarks from the Mayor  
Welcoming Remarks from the Legislature

6:30 p.m. BUFFET BANQUET

8:00 p.m. Entertainment

This Conference is Alberta Environment approved  
for Continuing Education Units

## Thursday, September 8th

7:00 a.m. Exhibit Viewing & Buffet Breakfast

8:15 a.m. Welcome - Tom Moore, Chairman, Alberta CARE

8:30 a.m. Environmental Strategies and Accomplishments  
Mayor Bob Young, City of Leduc, AB

9:15 a.m. Composting to Regenerative Nutrient Dense Soil  
Altrout Ltd., Brian Wonnacott & Colby Hansen

10:00 a.m. Waste to Energy - A few Considerations  
Mark Parker, Waste Sector Lead, Prairies  
Morrison Hershfield

10:45 a.m. ARMA Regulatory Changes  
Ed Gugenheimer, Chief Executive Officer  
Alberta Recycling Management Authority

NOON BUFFET LUNCH

1:30 p.m. TOUR #3



- DEMO - Shredder/Compactor/Baler/Wrap
- Leduc Regional Landfill Public Drop Off
- Leduc Spray Leachate
- Leduc Eco Centre/ RV Sani Station  
(Buses Loading at 1:15 p.m.)

OR

More GOLF - Leduc Golf and New Country Club  
18 holes (Travel on you own)

OR

- Blackgold River Tour on the North Saskatchewan River  
(Limited Seating) (Bus Provided for Tour)

5:00 p.m. COCKTAILS

6:30 p.m. BUFFET BANQUET

8:00 p.m. Silent Auction Ends

9:00 p.m. HOSPITALITY EVENING - Hosted by K&K Recycling

\$525.00 Registration Per Person  
Register 3 or more Delegates  
and receive a....

**10% Discount!**

## Friday, September 9th

7:00 a.m. Exhibit Viewing & Hot Buffet Breakfast

8:30 a.m. Bio Medical Waste Management  
GM Pearson, Bio Waste Specialist

9:30 a.m. Alberta Extended Producer Responsibility  
Program Status Update Going Into 2023  
Dave McKenna, Director of Waste Policy Section  
for Alberta Environment and Parks

10:30 a.m. Closing Remarks  
Tom Moore, Chairman, Alberta CARE  
(Coffee Side Board All Morning)



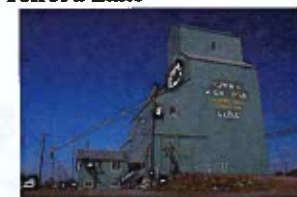
Main Street Leduc



Leduc Rec Centre



Telford Lake



Heritage Grain Elevator

**Cancellation Deadline**  
**August 26th 2022**

Printed on 100% Post-Consumer Recycled Paper



ALBERTA Coordinated Action for  
Recycling Enterprises (CARE)  
1-780-980-8089 Office  
1-780-668-6767 Cell



# Registration Form

## ALBERTA CARE Conference 2022

September 7th-9th, 2022 Executive Royal Hotel  
8450 Sparrow Drive Leduc, Alberta  
Block of Rooms under #090622ABC

Names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### **NO CHARGE FOR TOURS:**

Please indicate the number attending Wednesday Tour #1 \_\_\_\_\_

Please indicate the number attending Wednesday Tour #2 \_\_\_\_\_

Please indicate the number attending Thursday Tour # 3 \_\_\_\_\_

Golf Fees 18 Holes \$93.93 with Cart (GST included) \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

Conference Fee: \$525.00 p.p \$ \_\_\_\_\_

LESS 10% ( if 3 or more attend) \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

### **Spouses or Guests attending meals:**

Breakfast Buffet @ \$25.00 p.p. \$ \_\_\_\_\_

Luncheon @ 35.00 p.p. \$ \_\_\_\_\_

Buffet @ 60.00 p.p. \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**MAIL PAYMENT TO:** Alberta CARE, 5212 49 Street, Leduc, Alberta T9E 7H5

**EMAIL:** [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org) or for information call Cell: 780-668-6767

Please indicate any food allergies: \_\_\_\_\_